



AGENDA

Lethbridge School District No. 51 School Board Regular Meeting

Tuesday, September 25, 2018

Board Room

3:30 P.M.

3:30 p.m. 1. Approval of Agenda

3:32 p.m. 2. Approval of Minutes

If there are no errors or omissions in the minutes of the Regular Meeting of June 26, 2018 it is recommended that the minutes be approved by the Board and signed by the Chairman.

3:34 p.m. 3. Business Arising from the Minutes

4. Presentations

3:35 p.m. 4.1 Literacy

Enclosure 4.1

5. Action Items

3:50 p.m. 5.1 School Board Annual Work Plan

Enclosure 5.1

5.2 Letter to Solicitor General

Enclosure 5.2

3:55 p.m. 6. District Highlights

4:00 p.m. 7. Information Items

7.1 Board Chair Report

**7.1.1 Board Standing Committees Annual Reports and
Terms of Reference Review**

Facilities Committee

Policy Advisory Committee

Spirit of 51 Committee

Board Budget Committee

Poverty Intervention Committee

Board Audit Committee

District Wellness Committee

Community Engagement Committee

Superintendent Evaluation Committee

FNMI Committee

New Committee: RLAC (Reconciliation

Lethbridge Advisory Committee)

Enclosure 7.1.1

**4:20 p.m. 7.1.2 FNMI Directorate grant for urban
Indigenous youth**

Enclosure 7.1.2

7.1.3 October Organizational Meeting

Enclosure 7.1.3

7.1.4 District School Council Meetings

Enclosure 7.1.4

4:30 p.m. Public Forum

- | | | |
|-------------------------------------|---|---|
| 4:40 p.m. | <p>7.2 Associate Superintendent Reports</p> <p>7.2.1 Business Affairs</p> <p>7.2.2 Human Resources</p> <p>7.2.3 Instructional Services</p>
<p>7.3 Superintendent Report</p> <p>7.3.1 Acknowledgements of Excellence</p> <p>7.3.2 Junior Achievement Program</p> <p>7.3.3 ASBO Meritorious Budget Award</p> <p>7.3.4 Donations and Support</p> <p>7.3.5 Board Priorities Report</p> <p>7.3.6 World Teachers' Day</p> <p>7.3.7 Snacks with the Superintendents</p> <p>7.3.8 Calendar of Events</p> | <p>Enclosure 7.2.1</p> <p>Enclosure 7.2.2</p> <p>Enclosure 7.2.3</p>
<p>Enclosure 7.3.1</p> <p>Enclosure 7.3.2</p> <p>Enclosure 7.3.3</p> <p>Enclosure 7.3.4</p> <p>Enclosure 7.3.5</p> <p>Enclosure 7.3.6</p> <p>Enclosure 7.3.7</p> <p>Enclosure 7.3.8</p> |
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| 8. Reports | | |
| 5:00 p.m. | <p>8.1 Joint City/School Board Committee – September 12, 2018</p> <p>8.2 Board Audit Committee – September 12, 2018</p> <p>8.3 Facilities Committee – September 17, 2018</p> <p>8.4 Alberta School Boards Association (ASBA) Zone 6 Meeting - September 19, 2018</p> | <p>Enclosure 8.1</p> <p>Enclosure 8.2</p> <p>Enclosure 8.3</p> <p>Enclosure 8.4</p> |
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| 9. Correspondence - Received | | |
| 5:15 p.m. | <p>9.1 Parents as Teachers</p> <p>9.2 2018-19 School Fees Approval email</p> <p>9.3 Lethbridge Chamber of Commerce</p> | <p>Enclosure 9.1</p> <p>Enclosure 9.2</p> <p>Enclosure 9.3</p> |
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| 10. Correspondence – Sent | | |
| Nothing at this time | | |
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| 5:20 p.m. | Adjournment | |

MINUTES FROM THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF LETHBRIDGE SCHOOL DISTRICT NO. 51 HELD JUNE 26, 2018.

IN ATTENDANCE:

Trustees: Clark Bosch; Tyler Demers; Jan Foster; Donna Hunt; Christine Light;
Doug James; Lola Major

Administrators: Cheryl Gilmore; Rik Jesse; Christine Lee; LeeAnne Tedder (Recorder)

Regrets: Morag Asquith

The Chair called the meeting to order at 3:32 p.m.

1. Approval of Agenda

Trustee Donna Hunt moved:

“that the agenda be approved as presented.”

*Approval of Agenda
6736/18*

CARRIED UNANIMOUSLY

2. Approval of Minutes

Trustee Jan Foster moved:

“that the minutes of the Regular Meeting of May 22, 2018 and the Board Budget Debate meeting on May 28, 2018 be approved and signed by the Chair.”

*Approval of Minutes
6737/18*

CARRIED UNANIMOUSLY

3. Business Arising from the Minutes

There was no business arising from the minutes.

*Business Arising from
the Minutes*

4. Presentations

4.1 WCHS Bulldogs, Tier 2 Provincial Rugby Champions

WCHS Bulldogs Rugby team won the Alberta Schools' Athletic Association (ASAA) Tier 2 Championship. Team members and coaches were presented with certificates.

*Presentations
WCHS Bulldogs, Tier 2
Provincial Rugby
Champions*

4.2 ICE Scholarships

Board Innovation Creativity and Entrepreneurship (ICE) Scholarship winners were presented with a certificate and cheque.

ICE Scholarships

4.3 ASBO Scholarships

Association of School Business Officials (ASBO) International Eagle Award High School Scholarship winners were presented with a certificate and cheque.

ASBO Scholarships

4.4 Wellness Committee Self-Regulation Grant

Senator Buchanan Principal, Dawn Ronne, and Vice Principal, Aaron Fitchett, delivered a presentation regarding the progress of strategies implemented by schools that have been supported by the Wellness Committee Self-Regulation Grant.

*Wellness Committee
Self-Regulation Grant*

5. Action Items

5.1 Approval of International Trips

LCI requested approval to take their wrestling team to a tournament in Cut Bank, Montana, USA from January 3rd to January 5th, 2019. Vice Principal, Chris Harris noted that LCI, WCHS and Chinook High Schools have students participating as well as two students from Holy Spirit.

*Action Items
Approval of
International Trips*

Trustee Donna Hunt moved:

“that the LCI wrestling trip to Cut Bank, Montana, USA from January 3rd to January 5th, 2019 be approved, on the condition that all District policies and procedures are strictly followed.”

*LCI Wrestling to Cut
Bank, Montana
6738/18*

CARRIED UNANIMOUSLY

LCI requested approval to take their choir students on a tour of Ireland from April 18th to April 28th, 2019. Karen Hudson, teacher, shared details and responded to questions.

Trustee Jan Foster moved:

“that the LCI choir tour of Ireland from April 18th to April 28th, 2019 be approved, on the condition that all District policies and procedures are strictly followed.”

*LCI Choir to Ireland
6739/18*

CARRIED UNANIMOUSLY

WCHS requested approval to take their band students on a Southern California, USA tour from February 16th to February 23rd, 2019. Kade Hogg, teacher, shared information including date change and answered questions.

Trustee Donna Hunt moved:

“that the WCHS band tour of Southern California, USA from February 12th to February 20th, 2019 be approved, on the condition that all District policies and procedures are strictly followed.”

*WCHS band tour to
Southern California
6740/18*

CARRIED UNANIMOUSLY

5.2 Authorization of Locally Developed Courses

Alberta Education requires that all senior high school courses

*Authorization of High
School Locally
Developed Courses*

be authorized for use by the Board of Trustees.

Academic Achievement through English Language and Development 15, 25 and 35 for 3 credits from September 1, 2018 to August 31, 2021;
Chemistry (Advanced) (2018) 35 for 3 credits and Technical Theatre 15, 25 and 35 for 3 and 5 credits from September 1, 2018 to August 31, 2022 all acquired from Calgary School District No. 19;
Forensic Studies 25 and 35 for 3 credits from September 1, 2018 to August 31, 2020 acquired from Edmonton School District No. 7;
Learning Strategies (2018) 15, 25 and 35 for 3 and 5 credits from September 1, 2018 to August 31, 2022 acquired from Calgary Roman Catholic Separate School District No. 1;
Psychology – Abnormal 35 for 3 credits from September 1, 2018 to August 31, 2022 acquired from Pembina Hills Regional Division No. 7; and
Portfolio Art 35 for 3 and 5 credits from September 1, 2018 to August 31, 2019 acquired from Edmonton Catholic Separate School District No. 7.

Trustee Jan Foster moved:

“to approve the use of locally developed senior high school course Academic Achievement through English Language and Development 15, 25 and 35 for 3 credits from September 1, 2018 to August 31, 2021.” **CARRIED UNANIMOUSLY**

*Academic
Achievement through
English Language and
Development 15, 25
and 35
6741/18*

Trustee Christine Light moved:

“to approve the use of locally developed senior high school course Chemistry (Advanced) (2018) 35 for 3 credits from September 1, 2018 to August 31, 2022.”

CARRIED UNANIMOUSLY

*Chemistry (Advanced)
(2018) 35
6742/18*

Trustee Lola Major moved:

“to approve the use of locally developed senior high school course Technical Theatre 15, 25 and 35 for 3 and 5 credits from September 1, 2018 to August 31, 2022.”

CARRIED UNANIMOUSLY

*Technical Theatre 15,
25 and 35
6743/18*

Trustee Tyler Demers moved:

“to approve the use of locally developed senior high school course Forensic Studies 25 and 35 for 3 credits from September

*Forensic Studies 25
and 35
6744/18*

1, 2018 to August 31, 2020.” **CARRIED UNANIMOUSLY**

Trustee Doug James moved:

“to approve the use of locally developed senior high school course Learning Strategies (2018) 15, 25 and 35 for 3 and 5 credits from September 1, 2018 to August 31, 2022.”

*Learning Strategies
(2018) 15, 25 and 35
6745/18*

CARRIED UNANIMOUSLY

Trustee Donna Hunt moved:

“to approve the use of locally developed senior high school course Psychology – Abnormal 35 for 3 credits from September 1, 2018 to August 31, 2022.” **CARRIED UNANIMOUSLY**

*Psychology –
Abnormal 35
6746/18*

Trustee Jan Foster moved:

“to approve the use of locally developed senior high school course Portfolio Art 35 for 3 and 5 credits from September 1, 2018 to August 31, 2019.” **CARRIED UNANIMOUSLY**

*Portfolio Art 35
6747/18*

Public Forum – nothing at this time

Public Forum

5.3 Policy Review

Policy Review

Policies reviewed by the Board:

Policy 606.5 Home Education / Distance Learning

Policy 602.1 Early Childhood Services

Policy 605.5 Inclusive Learning Supports – Early Childhood Services (ECS)

Policy 401.2 Local Authority Pension Plan (LAPP)

Policy 805.7 Preservation and Disposal of Records

Trustee Lola Major moved:

“to approve Policy 606.5 Home Education / Distance Learning, which will be renamed Educating Students at Home, as amended.” **CARRIED UNANIMOUSLY**

*Policy 606.5 Home
Education / Distance
Learning renamed
Educating Students at
Home
6748/18*

Trustee Lola Major moved:

“to approve Policy 602.1 Early Childhood Services, as amended.” **CARRIED UNANIMOUSLY**

*Policy 602.1 Early
Childhood Services
6749/18*

Trustee Lola Major moved:

“to approve Policy 605.5 Inclusive Learning Supports – Early Childhood Services, as amended.” **CARRIED UNANIMOUSLY**

*Policy 605.5 Inclusive
Learning Supports –
ECS 6750/18*

Policy 401.2 only affects CUPE 2843 and the changes made due to recent contract negotiations. The change came to the attention of the District Principal after the final Policy Advisory Committee meeting of the year, and it was felt that the change should be made in preparation for the new CUPE 2843 Collective Agreement, which will come into effect for the 2018-2019 school year.

Trustee Lola Major moved:

“to approve Policy 401.2 Local Authority Pension Plan (LAPP), as amended.”
CARRIED UNANIMOUSLY

*Policy 401.2 Local
Authority Pension Plan
(LAPP) 6751/18*

Trustee Lola Major moved:

“to approve Policy 805.7 Preservation and Disposal of Records, as amended.”
CARRIED UNANIMOUSLY

*Policy 805.7
Preservation and
Disposal of Records
6752/18*

5.4 Third Quarter Financial Report

The 2017-2018 Third Quarter Financial Report for the District was shared by Director of Finance, Mark DeBoer.

Trustee Donna Hunt moved:

“to approve the 2017-2018 Third Quarter Financial Report, as presented.”
CARRIED UNANIMOUSLY

*Third Quarter
Financial Report
6753/18*

5.5 2019-2020 School Year Calendar

The 2019-2020 School Year Calendar is included in the agenda for Board review.

Trustee Jan Foster moved:

“to approve the School Year Calendar for 2019 to 2020, as presented.”
CARRIED UNANIMOUSLY

*2019-2020 School Year
Calendar 6754/18*

5.6 Policy 502.1 and Student Code of Conduct

Bill 24 Amendments to the *School Act* requires annual review and confirmation of the District’s Welcoming, Caring, Respectful, and Safe Learning Environment Policy, including the Student Code of Conduct.

Trustee Jan Foster moved:

“to approve Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments and the appended Student Code of Conduct, as presented.”
CARRIED UNANIMOUSLY

*Policy 502.1
Welcoming, Caring,
Respectful and Safe
Learning Environments
and Student Code of
Conduct 6755/18*

6. District Highlights

District Highlights

- Tyler – Victoria Park graduation
- Doug – new middle school tour, Park Meadows School playground, district retirement celebration
- Donna – LCI graduation, retirement celebrations, Pride Parade, Lakeview breakfast, ASBA Spring Conference
- Jan – LCI's Ken Rogers year end concert, Building Brains and Futures Advisory Council, Pride Parade, Tipi transfer
- Christine – Realtor luncheon, judged ICE candidates, retirement banquet, Tipi transfer ceremony, Park Meadows playground opening
- Clark – retirement ceremonies, High School Social event at Pavan Park (High5)

7. Information Items

Information Items

7.1 Board Chair Report

Teleconference with Minister Eggen and Superintendent

7.1.1 Standing Committees

Standing Committees

Standing Committees Annual Report and Terms of Reference Review will occur at the September Board meeting.

7.2 Associate Superintendent Reports

*Associate
Superintendent
Reports
Business Affairs*

7.2.1 Business Affairs

Associate Superintendent Christine Lee provided a written Business Affairs report.

7.2.2 Human Resources

Human Resources

Associate Superintendent Rik Jesse provided a written Human Resources report including an enrolment summary.

7.2.3 Instructional Services

Instructional Services

Associate Superintendent Morag Asquith provided a written Instructional Services report.

7.3 Superintendent Reports

Superintendent Report

7.3.1 L.H. Bussard Award Winners

*L.H. Bussard Award
Winners*

The Board of Trustees of Lethbridge School District No. 51, in recognition of the valued services rendered by

Superintendent L.H. Bussard, authorized the annual presentation of a medal to an upper elementary student showing exceptional creative ability.

7.3.2 Acknowledgements of Excellence

Student and staff acknowledgements of excellence were shared with the Board. Board members were encouraged to congratulate the staff and students when visiting schools.

Acknowledgements of Excellence

7.3.3 Administration Appointments

Administration appointments for the new school year were shared. Lakeview School Principal announcement coming soon. Note the date should read 2018/19.

Administration Appointments

7.3.4 Board Priorities Report

Superintendent Cheryl Gilmore shared the highlights of progress in Board priority areas.

Board Priorities Report

7.3.5 Classroom Improvement Fund (CIF) Update

Alberta Education announced that CIF funding would continue for another year. The allocation of funds was shared with the Board and in the agenda.

CIF Update

7.3.6 Calendar of Events

The Calendar of Events was reviewed for the period June 27 to September 25, 2018.

Additions:

December 6, 2018 Kainai will host an Education Service Agreement session

September 14, 2018 Grand Opening of Senator Joyce Fairbairn

Calendar of Events

8. Reports

8.1 Joint Committee of City of Lethbridge and School Boards – May 23, 2018

Trustee Jan Foster provided a written report from the Joint Committee of City of Lethbridge and School Boards meeting held May 23, 2018.

*Reports
Joint Committee of
City of Lethbridge and
School Boards*

8.2 Community and Social Development Committee – May 25, 2018

*Community and Social
Development*

Trustee Jan Foster provided a written report from the Community and Social Development Committee meeting held May 25, 2018.

All high school students are required to take CALM (Career and Life Management) which includes budgeting. Junior Achievement Program has an option for the Board to look at in September.

8.3 Friends of 51 Committee – May 30, 2018

Friends of 51

Trustee Tyler Demers provided an oral report from the Friends of 51 Committee meeting held May 30, 2018.

8.4 ASBA Spring General Meeting – June 3 to 5, 2018

ASBA SGM

Trustee Donna Hunt provided an oral report from the ASBA Spring General Meeting held June 3 to 5, 2018.

8.5 District School Council – June 4, 2018

District School Council

Trustee Christine Light provided a written report from the District School Council meeting held June 4, 2018.

8.6 Facilities Committee – June 5, 2018

Facilities

Trustee Tyler Demers provided a written report from the Facilities Committee meeting held June 5, 2018.

8.7 Community Engagement Committee Update

*Community
Engagement*

Trustee Christine Light provided an update on event of the Community Engagement Committee.

9 Correspondence – Received:

Correspondence –

Received

9.1 Legion Certificate of Appreciation

Legion Certificate

9.2 Alberta Education – June 8, 2018

Alberta Education

9.3 Alberta Infrastructure – June 13, 2018

Alberta Infrastructure

10 Correspondence – Sent – none

Correspondence – Sent

The meeting adjourned at 5:55 p.m.

Adjournment

Clark Bosch,
Chair

Christine Lee,
Associate Superintendent
Business Affairs

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Presentation - Literacy

Background

District Literacy Lead Teacher, Bev Smith, and Director of Curriculum, Karen Rancier, will provide a presentation to the Board on where we are at with Literacy in our District.

Recommendation

It is recommended that the Board receive this presentation as information.

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: School Board Annual Work Plan

Background

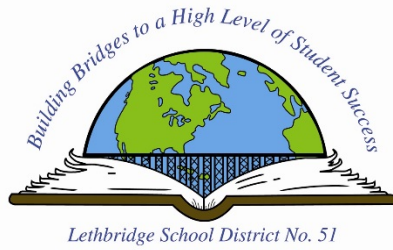
Every September the Board reviews the Annual Work plan, which outlines major events and tasks and makes adjustments accordingly.

Recommendation

It is recommended that the Board receive this report as information and provide feedback for any revisions.

Respectfully submitted,

Cheryl Gilmore
Superintendent



Lethbridge School District No. 51 School Board Annual Work Plan

AUGUST

- Welcome Back Breakfast with district staff

SEPTEMBER

- Trustee school liaison contacts
- Enrolment, alternative programs, and facilities update at first board meeting
- ASBA Zone 6 General meeting
- Committees review their terms of reference and submit annual reports
- School Councils Orientation at school sites
- 51/25 Club banquet for employees with 25 years in District 51

OCTOBER

- Trustees choose ATA Local Council meeting dates to attend
- Monitor and report student PAT and Diploma exam results
- District School Council
- School Board Orientation (if applicable)
- School Board Organizational Meeting
- Determine board positions for ASBA policies (Fall AGM)

NOVEMBER

- Determine process for Community Engagement - Annual Town Hall Meeting (February 5, 2019)
- Board Retreat: planning for March 7-8, 2019
- ASBA Zone 6 Annual General Meeting (November 18-20, 2018)
- Remembrance Day ceremonies in schools
- Approve Board Education Plan and Annual Education Results Report
- Approve Audited Financial Statements
- Administrators Banquet (November 21, 2018)
- District budget revised with enrolment

DECEMBER

- Approve district calendar for 2020-2021
- Approve locally developed courses
- Christmas concerts/activities schedule provided to trustees

JANUARY

- Approve Board budget belief statements and budget schedule
- Receive 1st quarter financial statements
- ASBA Zone 6 general meeting

FEBRUARY

- Town Hall Meeting
- Provincial Accountability Pillar Survey administered

MARCH

- Provincial budget announcement and implications
- Budget process commences
- ASBA Zone 6 general meeting
- Board Annual Retreat (establishing priorities)

APRIL

- Receive 2nd quarter financial statements
- Submit ASBA policy proposals
- Preparations for Education Week

MAY

- Arts Alive and Well in the Schools
- ASBA Zone 6 general meeting and Edwin Parr Awards
- Determine board positions on ASBA Budget and Bylaws
- Approve administrator term appointments
- District Budget Stakeholders meeting
- District Budget approved in special Board Budget Meeting
- Review Accountability Pillar Survey Results
- Attend High School Graduation ceremonies (May/June)

JUNE

- Administrators' Retirement Event
- ASBA Spring General Meeting (June 2-4, 2019)
- Receive 3rd quarter financial statements
- Board Self-Evaluation
- District Retirement Banquet (June 5, 2019)
- Staff recognition lunches with trustee liaison schools
- Approve locally developed courses

ONGOING

- Board meetings held on the fourth Tuesday of the month except December, July and August.
- Public Forum within regular board meetings
- District policies proposed by Policy Advisory committee for approval or amendment
- Capital Plan and Infrastructure Maintenance Renewal
- Approval of international trips
- Trustee standing and ad hoc committee meeting reports and recommended actions as they occur
- Presentations for information scheduled throughout the year
- Expulsion hearings and appeals as needed with trustees assigned on a rotating basis

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Letter to Solicitor General

Background

At the Joint City of Lethbridge / School Boards Committee meeting held on September 12th, there was some discussion pertaining to the Opioid situation in the city of Lethbridge including strategies that have been implemented, ongoing challenges and pressing needs.

The City of Lethbridge is working diligently to explore all potential avenues for government support of services and facilities to address the needs of an increasing number of individuals.

The City of Lethbridge requested that both school jurisdictions consider writing a letter that supports the city in its advocacy for support from the office of the Solicitor General. The letter would convey, from a Board perspective, the challenges, pressing needs, and impact on schools, our students, and families.

Recommendation

It is recommended that the Board consider approving a letter that supports the City of Lethbridge in its' advocacy for support from the office of the Solicitor General.

Respectfully submitted,

Cheryl Gilmore

Facilities Committee Year-end Report 2017-2018

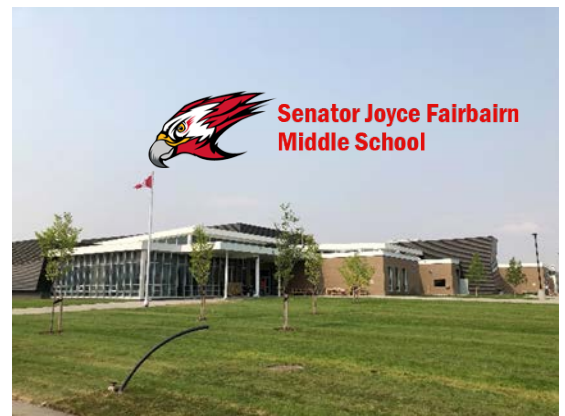
Committee: Tyler Demers, Trustee, Chair
Doug James, Trustee
Christine Lee, Associate Superintendent, Business Affairs
Daniel Heaton, Director of Facility Services
Chris Chapman, Coordinator, Maintenance

Type of Report: **Annual Report to the Board of Trustees**

Committee activities:

The Committee met as necessary to review modular classroom requests, Infrastructure and Renewal Projects, and to develop the Capital Plan submission for the Board's approval. The Capital Plan was submitted and approved at the regular meeting of the Board on March 27, 2018 and was submitted to Alberta Education.

The committee monitored progress updates on the construction and opening of the new west Lethbridge middle school, Senator Joyce Fairbairn Middle School.



The District received approval to move from the planning phase to the construction phase on the new southeast Lethbridge Elementary School in March. Final grant agreement from Alberta Education and approval from Alberta Infrastructure is still required in order to tender the project for construction.

The 2018 Construction update attached reflects the Committee's work as it pertains to Infrastructure Maintenance and Renewal Projects.

The Committee has reviewed the Terms of Reference, as currently written, with no recommended change.

Respectfully submitted,

Tyler Demers, Committee Chair

Summer 2018 Facility Services Projects

Agnes Davidson Elementary School

- NewShed
 - o Remove existing deteriorating shed - in progress
 - o Supply and install new shed
- Parking Lot
 - o Supply and Install 2 new parking lot Lights - in progress
 - o Remove redundant woven wire fence and patch asphalt
- Blast
 - o Supply and install storage cabinets
- Courtyard
 - o Supply and install storage cabinets
- Demolition of 2 modular classrooms
 - o Demolish and repair existing building services (Mechanical and Electrical)
 - o Regrade and asphalt hard surface area
 - o Paint exterior- in progress

Agnes Davidson Boys and Girls Club

- Remove chain and post fence

Attwell and Maintenance Buildings

- Add a large overhead doorway in Maintenance Building grounds bay to facilitate snow removal equipment movement
- Renovate Attwell building to provide Accessibility- in progress
- Patched and repaired parking lot asphalt Chinook High School
- Painted Cafeteria, Hallways, Awning and Classrooms
- Roofing Repairs
- Upgrade of AV systems In Theatre
- Installed electrical for new CNC machine
- New woven wire fence enclosure for exterior CTS storage

Coalbanks

- Install lockdown electronic hardware on interior doors
- Repair of gymnasium curtain warranty
- Replaced casters on Library Cabinets
- Install 3 new Modular Classrooms
 - o Moved 3 Trees to provide installation access
 - o Moved existing vestibule unit for reuse
 - o Supplied and Installed 3 New Modular Classrooms
 - o Mechanical, Electrical and Architectural connections as required
 - o Provided 2 Sea Cans for temporary storage of furniture during Construction

Dr. Probe Elementary School

- Install new sidewalk at parking lot for better student access
- Install new storm sewer service
 - o Supply and install piping, catch basins
 - o Regrade lawn area for better surface drainage including French drain swale
 - o Removed asphalt roadway and catch basin system
 - o Installed new sidewalk access to playground
- Installation of new ceiling and LEO lighting in 2 hallways
- Replaced Library flooring under warranty
- Supply and install new concrete bike and scooter parking area

Education Centre

- Completed hardwood flooring repairs
- Refinish exterior Front Doors - in progress
- Renovated Storage Room to provide new Assessment Room
- Installed new digital signage at front entrance
- Installed new safe corridor to Basement Storage Room
- Painted stall marking in Parking Lot
- Painted stair nosings
- Painting handrails - in progress

Fleetwood Bawden Elementary School

- Install new kitchen for breakfast program
- Repaired Asphalt in Parking Lot
- Parking Lot
 - o Reorganized Parking for addition 10 stalls
 - o Repainted stall markings
- Installed new security guards at stairs and loading dock
- New Shed
 - o Remove existing deteriorating shed - in progress
 - o Supply and install new shed
- Renovated Kindergarten Room
 - o Removed sections of millwork to provide extra teaching wall space
 - o Painted walls
- Renovated Room 9
 - o Removed existing floor and replaced with new VCT
 - o Removed sections of millwork to provide extra teaching wall space
 - o Removed and replace counter tops
 - o Removed redundant sinks and capped plumbing
 - o Painted walls

G.S. Lakie Middle School

- Relocated 7 Modular Classrooms to Senator Joyce Fairbairn - in progress
 - o Repaired all Mechanical, Electrical and Architectural connections

- o Patched and repaired damaged lawn surfaces
 - o Removed gravel surface treatment and resodded area
- Refinished water damage gymnasium floor
- Removed existing plate steel fascia and installed new prefinished metal siding
- Shop Classroom including millwork and dust collection system
- Installed new mirror wall on stage and relocated millwork to accommodate
- Supply and install new millwork in Band Room

Galbraith Elementary School

- Removed existing chain and post fence with woven wire fence
- Installed new asphalt at front of building
- Install new flag pole- in progress
- roofing over corridor at Library
- Install new interior handrail at historical front entrance way stair

General Stewart Elementary School

- Installed new concrete pad for scooter racks
- Replace white boards and bright link for evergreen technology upgrade
- Install new Shed

Gilbert Paterson Middle School

- Basketball court at front
 - o Extended in height existing woven wire fence at front face
 - o Installed new Basketball backstops
- Installed new tall woven wire fence at dust collector
- Installed new courtyard security fence
- Installed new wider sidewalk from bicycle racks to main entry
- Installed Archery equipment anchors

Lakeview Elementary School

- Install new flooring as warranty in south facing classrooms
 - o Removal of millwork, plumbing, fixtures etc.
 - o Clearing out all effected spaces of furniture
 - o Asbestos Abatement
 - o Installation of new flooring
 - o Re-installation of all millwork, plumbing, fixtures etc.
- Install new sidewalk for playground access at front
- Installed new slop sink in caretaking room
- Installed new hands free faucets in student washrooms
- Installed new Staff Room toilets
- Installed new ships ladder for gymnasium mezzanine storage platform
- Upgraded white boards, bulletin boards and bight links
- Parking Lot

- o Reorganized parking for addition 20 stalls
- o Repainted stall markings

LCI

- Closed in Stage
 - o Removed curtain
 - o Constructed new stage opening wall
 - o Installed new projection data and power for projector
- Upgraded Large Lecture Theatre whiteboards, paint and bright link
- Staffroom
 - o Removed walls and repair effected surfaces
 - o Remove flooring along with prep for new flooring
 - o Ceiling repairs
 - o Installed new lighting controls
- Install new flooring in Choir Office
- Install new flapper gates between F and G Wings
- Installed new insulated exterior doors in F Wing
- Patched Parking Lot asphalt

Mike Mountain Horse Elementary School

- Install new sidewalk at parking lot for better student access and landscape
- Regraded east playfield for better drainage away from Modulares and asphalt play surfaces
- Installed new downspouts on Modular Classrooms
- Installed new flooring in 4 Classrooms
- Installed new ceiling and LED lights in 1 corridor
- Install new water service
 - o Supply and install piping
 - o Supply and install new water meter and water service piping tree
 - o Patch and repair side walk damage

Nicholas Sheran School

- Renovated Observation Room to new Classroom
 - o Removed walls and patched affected walls
 - o Install new storage room c/w wall and door
 - o Painted walls and ceiling
 - o Installed new flooring
 - o Installed new Data and Power for teaching station and teaching wall
 - o Modified ventilation
- Forecourt Sidewalk
 - o Remove existing deteriorated concrete walk surface replace with new reinforced concrete

- o Install new landscape area c/w irrigation
 - o Relocate flagpole
- Install new building identification signage (due to name change) - in progress
- Remove wave wire fence along street at Parking Lot
- Patch and repair asphalt Parking Lot
- Install new water service
 - o Supply and install piping
 - o Supply and install new water meter and water service piping tree
 - o Patch and repair side walk damage

NOC Building

- Painted Exterior
- Installed roof access ladder and hatch
- Installed wall and doors for Storage Rooms
- Replace outdated lighting
- Install new exterior loading dock guard and handrail

Park Meadows Elementary School

- Replaced Roof on North East Section - all roofing now upgraded in a 2 year project
- Replace drainage grate
- Renovated Room 112
 - o Removed millwork
 - o Repainted walls
 - o Installed new whiteboards and bright link
 - o Repaired flooring
 - o Installed new window blinds

Senator Buchanan Elementary School

- Ventilation upgrade On going 3 year Project
 - o Consult with Principals
 - o Design sessions with architects and engineers
 - o Site visits
 - o Coordination of construction documents
- Painted Office and Foyer
- Stained Exterior Sign
- Installed new Shed
- Improved roof access ladders

Victoria Park High School

- Repainted Parking Lot stall marking

Westminster Elementary School

- Ventilation upgrade on going 3 year project
 - o Consult with Principals
 - o Design sessions with architects and engineers
 - o Site visits
 - o Coordination of construction documents
- Installed new shed
- Removed millwork to make way for new appliances in Servery

Wilson Middle School

- Installed new Millwork in Gathering Space
- Installed millwork in ESL Room
- Repaired concrete columns
- Repaired Gymnasium Curtain
- Installed new white boards and bright links in 2 classroom
- Installed new Urinal
- Installed new doors and concrete block walls in Vestibules
- Monitor deficiencies

Winston Churchill High School

- Replaced 20 exterior doors c/w hardware
- Repainted remaining exterior doors
- Painted Library Walls
- Repaired Science room countertops
- Painted parking stalls
- Install new water service
 - o Supply and install piping
 - o Supply and install new water meter and water service piping tree
 - o Patch and repair sidewalk damage
 - o Patch landscape
 - o City of Lethbridge water service upgrade in street

All Schools Projects

- Painted games lines at all Elementary Schools
- Painted H/C stalls c/w markings
- Painted curbs, stairs and loading dock markings

Continuing Major Projects

- Wilson Middle School Modernization Warranty
- Coalbanks Elementary Warranty period review
- Construction of Senator Joyce Fairbairn
- Planning for South Lethbridge Elementary School
- Nicholas Sheran Roof Replacement continuing

FACILITIES COMMITTEE TERMS OF REFERENCE

1. NAME AND TYPE:

Facilities Committee

2. PURPOSE:

- To review school district facility needs and develop a Facilities Plan.
- To make recommendations to the Board with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR), the Expansion and Preservation Projects and New School Applications.

3. DUTIES AND RESPONSIBILITIES:

- To review school district facility needs and develop a Facilities Plan.
- The Facilities Committee will review school district facility needs with respect to school facility renovations and construction under the Infrastructure Maintenance Renewal (IMR) and identify school district facility new construction and modernization priorities.
- The Facilities Committee will make recommendations to the Board on school facility Infrastructure Maintenance Renewal (IMR), Expansion and Preservation Projects and New School Applications.

4. COMPOSITION AND APPOINTMENTS:

- Two trustees serving at the pleasure of the Board, one of who shall act as chair, the Associate Superintendent, Business Affairs and the Director of Facility Services.
- The trustees will be appointed at the pleasure of the Board at the annual Organizational Meeting.

5. MEETINGS:

- The meetings will be held as and when necessary to review school district facility needs and prepare recommendations for the Board.

6. RESOURCES/REMUNERATION:

- The Facilities Committee shall require administrative support.
- No per diem is provided to trustees for Facilities Committee.

7. SPECIFIC ANNUAL OBJECTIVES:

- Continue lobby efforts concerning sustainable funding plan for Infrastructure and Maintenance dollars to meet ongoing requirements of the district. This includes capital projects, IMR, modular classrooms and Operations and Maintenance funding.
- Continue to support Board dialogue with Minister and MLA's to receive timely Ministerial approval for infrastructure projects – capital, modular classrooms and IMR and Operations and Maintenance funding.
- Review and recommend to the board the yearly Capital Plan.

8. REPORTS:

- The Facilities Committee will provide to the Board recommendations for their approval on the Infrastructure Maintenance Renewal (IMR) and Expansion and Preservation Projects and New School Applications.

9. REVIEW AND EVALUATION:

- Recommendations for changes to the Facilities Committee's Terms of Reference will be submitted should Government school facilities programs and reporting requirements change.

Policy Advisory Committee Year-end Report 2017-2018

The Policy Advisory Committee (PAC) met six times during the 2017-2018 school year. The committee consists of the Superintendent, the District Principal, a Trustee, a representative from the District Administrators' Committee, a member from each of ATA Local 41, CUPE Local 2843, and CUPE Local 290, and a representative from District School Council.

PAC reviewed various policies in the 400, 500, 600, 700, 800 and 900 series (refer to attachment). Procedures relating to most of the new or amended policies were also reviewed.

The PAC Terms of Reference will be reviewed at the first meeting of the 2018-2019 school year.

Respectfully submitted,

Lola Major
Trustee

Board Meeting Policy Updates:

Date:	Accomplished:
November 28, 2017	<ul style="list-style-type: none"> • 405.13 Staff Meetings – approved as amended • 500.1 Student Rights and Responsibilities – approved as amended • 501.1 Attendance at School – approved as amended • 501.3 School Attendance Areas – approved as amended • 802.2 Student Fees – passed first reading
December 19, 2017	<ul style="list-style-type: none"> • 501.6 Resident Students – approved as amended • 501.7 Non-Resident Students – approved with friendly amendment • 601.6 Instructional Time – approved as amended • 605.3 – English as a Second Language – approved as amended • 802.2 – Student Fees – passed removal of current policy to allow for new policy • 802.2 – Student Fees – approved as presented for second and third reading
February 27, 2018	<ul style="list-style-type: none"> • 504.9 Response to Crisis or Emergency Situations – approved as amended • 609.3 Placement, Promotion and Retention – approved as amended • 700.6 Workplace Health and Safety – approved as amended • 902.3 Audio and Video Surveillance – passed first reading with amendments necessary
March 27, 2018	<ul style="list-style-type: none"> • 400.1 Welcoming, Caring, Respectful and Safe Work Environments – approved as amended • 502.1 Welcoming, Caring, Respectful and Safe Learning Environments – approved as amended • 502.1 Appendix A Student Code of Conduct – approved as amended • 502.2 Sexual Orientation, Gender Identity and Gender Expression – approved as amended • 502.3 Suspensions and Expulsions – approved as amended • 504.8 Involvement with Authorized Agencies – approved as amended • 602.7 Human Sexuality Instruction – approved as amended • 902.3 Audio and Video Surveillance – passed second and third reading with some friendly amendments
May 22, 2018	<ul style="list-style-type: none"> • 400.3 Whistleblower Protection – approved as amended • 602.2 French Immersion/French Bilingual Program – approved as amended • 602.3 French as a Second Language – approved as amended • 602.6 Second Language Programs other than English and French – sent back to PAC for further review (Spanish bilingual, Arabic) • 607.3 Instructional Resources and Materials – approved as amended • 609.2 Report Cards – approved as amended

Lethbridge School District No. 51

Regular Meeting – September 25, 2018

Enclosure # 7.1.1

June 26, 2018	<ul style="list-style-type: none">• 606.5 Home Education/Distance Learning Educating Students at Home – approved as amended• 401.2 Local Authority Pension Plan (LAPP) – approved as amended• 805.7 Preservation and Disposal of Records – approved as amended• 602.1 Early Childhood Services – approved as amended• 605.5 Inclusive Learning Supports – Early Childhood Services (ECS) – approved as amended
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Policy Advisory Committee Terms of Reference

Name and Type of Committee

The Policy Advisory Committee is a standing committee of the Board of Trustees of Lethbridge School District 51.

Purpose

To advise on the development of District policies, in consultation with those who will be impacted by them, for consideration by the Board

Duties and Responsibilities

The Committee shall have the responsibility to:

1. advise in the development and review of District policies that define the legal and/or philosophical position of the Board with respect to an identified issue.
2. advise in the development and review of regulations – the mandatory requirements of the policy.
3. identify the need for the development of new policy.
4. review annually the Terms of Reference of the Committee.
5. consult with committee members' respective stakeholder groups as appropriate.

Composition and Appointments

The Committee shall be chaired by a member of the School Board and have one representative from each of the following groups:

- Administrators' Committee
- Alberta Teachers' Association – Local 41
- Canadian Union of Public Employees – Local 290
- Canadian Union of Public Employees – Local 2843
- District School Council
- Superintendent of Schools
- District Principal
- Board of Trustees

Meetings

A schedule of meetings shall be developed annually. The committee will meet at least six times in a school year.

Resources/Remuneration

Record of all meetings will be kept by the District Principal who will also provide administrative support to the Committee.

The cost of substitutes and lunches for Committee members will be provided by the Board as required.

Specific Annual Objectives for 2018-2019

- Finish review of any policies which were last reviewed previous to July 2013
- 200 sections
- 300 sections to comply with the School Leader Quality Standard and the Superintendent Quality Standard documents recently finalized by Alberta Education
- 400 sections to comply with the Teacher Quality Standard document recently finalized by Alberta Education
- Changes required due to the passing of Bill 28
- Assist in the orientation of new members to the policy development process, as necessary.

Reports and Target Dates

The Policy Advisory Committee will provide a summary of concerns received from interest groups and subsequent changes to the draft policy prior to second reading. A similar report will be presented prior to third reading if substantial changes have been made.

Review and Evaluation Process

The Committee will review the Terms of Reference at the first meeting in the school year.

Approval Date

The 2018-2019 Terms of Reference will be reviewed by the Policy Advisory Committee on this date: October 24, 2018.

**Spirit of 51 Committee – Section “Friends of 51 Program”
2017-2018**

The committee met twice during the year to discuss the Support Staff Recognition as well as the Friends of 51 program. A list of recipients of the Friends of 51 is included below. We changed the award this year from a recognition plaque to a unique glass apple, similar to what employees receive for their years of service recognition. We delivered awards to recipients again this year but believe that for next year it would be better to let local nominating schools present the award at a school assembly.

Business	Year Recognized	Received
Michelle Madge	2017-2018	Apple of Recognition
Bonnie James	2017-2018	Apple of Recognition
Lisa Weiss	2017-2018	Apple of Recognition
Southland International Trucking	2017-2018	Apple of Recognition
Deb Campbell	2017-2018	Apple of Recognition
LA Chefs	2017-2018	Apple of Recognition
Save-On-Foods	2017-2018	Apple of Recognition
Sounds Unlimited	2017-1018	Apple of Recognition
Ashcroft Homes	2017-2018	Apple of Recognition
Rebecca Colbeck	2017-2018	Apple of Recognition
Kacie Bosh	2017-2018	Apple of Recognition
Cindy Suyker	2017-1018	Apple of Recognition
Pearl Neiboer	2017-1018	Apple of Recognition
LDS East Stake	2017-2018	Apple of Recognition
Glenn Miller	2017-2018	Apple of Recognition
Burnco Landscape Center	2017-2018	Apple of Recognition
Home Depot	2017-2018	Apple of Recognition
Tony Deys	2017-2018	Apple of Recognition
Patrick Blackplume (Elder)	2017-2018	Apple of Recognition

The Support Staff Recognition was moved from a luncheon to an afternoon event to better accommodate school schedules and took place on March 7, 2018. We also changed the format from a traditional sit-down meal to a “taco bar” buffet that seemed to be well received.

Lethbridge School District No. 51

Regular Meeting – September 25, 2018

Enclosure # 7.1.1

Spirit of 51 is also responsible for employee service recognition gifts in the District. These awards are presented at the individual school year-end wrap up. Gift schedule is outlined below.

Years of Service	Gift
40	Gift purchased by school value \$400
35	Gift purchased by school value \$350
30	Gift purchased by school value \$300
25	Certificate and Clear Optical Crystal Apple
20	Certificate and Green Optical Crystal Apple
15	Certificate and Red Optical Crystal Apple
10	Certificate and Wooden Pen
5	Frame with Certificate

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,
Tyler Demers

Spirit of 51 Committee Terms of Reference

Name and Type of Committee:

The Spirit of 51 Committee is a standing committee of the Board of Trustees of Lethbridge School District No. 51.

Purpose:

- To enhance the recognition and appreciation of District # 51 staff and members of the community. The committee will plan for activities, events and initiatives to achieve this purpose.

Key Duties and Responsibilities:

1. Provide advice to, plan for and participate in District recognition and appreciation activities.
2. Promote collegiality among employee groups, the administration and the Board.

The Spirit of 51 Committee will recommend to the Board or take action as per Board motion.

Composition and Appointments:

- Two Trustees appointed annually at the Organizational Meeting of the Board, one to serve as Chair.
- Facilitator
- Associate Superintendent, Human Resources

Meetings:

The Committee will meet as needed during the year. Meetings will be called by the Chair. An agenda will be distributed.

Resources:

The budget will be approved annually by the Board. Accountability for any funds managed by the Committee shall be the responsibility of the Associate Superintendent of Human Resources. The Associate Superintendent, Human Resource will take minutes and all minutes shall be filed with the Associate Superintendent of Business Affairs. Additional staff time will be granted by the Superintendent.

Annual Objectives:

- Continue to support the Friends of 51
- Continue to support CUPE 290, 2843 and Non Union Employee Recognition Program
- Evaluate the Employee Service Recognition Program gifts

Reporting:

Written Report to the Board following meetings; and file a written annual report in September of each year.

Review and Evaluation:

Prior to the Board Organizational Meeting, the Spirit of 51 Committee will meet to evaluate its progress, challenges, and accomplishments and to discuss any proposed changes to the Terms of Reference for the coming year.

Terms of Reference:

To be reviewed annually by the Board prior to the Organizational Meeting.

Lethbridge School District No. 51

Friends of 51 Recognition Program

Purpose of the program:

This recognition program is intended to provide formal recognition to individuals or groups who, as determined by the Board of Trustees, have provided significant service or contributions to School District No. 51. Recognition will be in the form of a presentation of a special Plaque of Recognition.

Definition of “contributions”:

- The contribution may have been in the form of money, goods or services.
- It may have been a one-time contribution, as in the case of a major item.
- It may have been a lesser contribution if provided over time.
- The contribution must have educational value to the district, as determined by the Board of Trustees.

Who may be recognized:

- Any individual or group from the community, excluding District employees, who has provided something of educational value to the school district.
- Any student of the school district who has provided something of educational value to the district beyond his or her normal expectations as a student.

Procedures:

- The nomination form is attached.
- Recipients can be honored 1 time over a three-year period. If the nominating person is unsure if the candidate has been recognized during the last 3 years, they can contact Jolayne Prus.
- Completed nomination forms should be emailed to Jolayne Prus at jolayne.prus@lethsd.ab.ca.
- The Board will review each nomination, to ensure that it meets the criteria of the program.

Board Budget Committee Report 2017-2018

Committee Members:

Donna Hunt, Chair

Clark Bosch, Trustee

Christine Lee, Associate Superintendent Business Affairs

Mark DeBoer, Director of Finance

Committee Activities:

- The Board held a Strategic Planning Retreat March 1st – 2nd to review District priorities and feedback from the Town Hall meeting held with the community in February. Budget Beliefs and priorities were also developed.
- April 17th, the whole board met as committee of the whole to have an update on the development of the draft budget.
- The committee met on May 17th and discussed the reports to be provided for the Budget Presentation. The committee discussed in detail the Board's priorities and the linkage of the priorities in the Draft Budget. The 2018-2019 Draft Budget reflects the Board's priorities and Budget Belief statements.
- May 22nd, 2018 the draft budget was presented to Trustees, administration and members of the public to provide engagement and feedback on the budget. The engagement occurred as a public open house with the display of budget infographic boards to explain the budget. This was a new process this year compared to just a stand and deliver presentation of the budget. Even with the new format, public attendance was low for this presentation of the budget.
- The Board passed the budget on May 29th, 2018.
- The 2018-2019 Budget was submitted by Mark DeBoer for the Meritorious Budget Award (MBA). The District received notice that it has met the criteria for the award for excellence in budget presentation. This is the 13th year that the District has received the MBA.

Respectfully submitted,

Donna Hunt, Budget Committee Chair

Board Budget Committee Terms of Reference

Name and Type of Committee

The Board Budget Committee is a standing committee of the Board of Trustees of Lethbridge School District No. 51.

Purpose:

- To gather information and advise the Board on the District budget.
- To review the budget process to ensure that stakeholders have adequate budget information and appropriate opportunity for input into their school budgets and the District's budget.
- To advise and provide supporting information to the Board on budget issues relating to advocacy.

Key Duties and Responsibilities:

- Obtain data on the impact of the current year budget for schools, programs, and services.
- Consult with stakeholder groups to determine budget issues and priorities.
- Recommend budget priorities to the Board for each coming year.
- To develop the timelines for the budget process
- Provide supporting information to the Board on budget issues that relate to advocacy.

The Board Budget Committee shall be advisory to the Board. Composing the district budget draft remains the responsibility of District administration and the Instructional Budget Committee.

Composition and Appointments

- Two trustees (one who chairs) named at the Organizational Meeting each year
- Associate Superintendent, Business Affairs
- Director of Finance

Meetings

- Approximately five meetings will be called annually by the Chair.

Resources

Board Budget Committee expenses, including the cost for substitutes for committee members, would not exceed \$1500. The Board must approve any additional expenses.

The Business Affairs Department will provide committee administrative support.

Specific Annual Objectives

- Develop a work plan with time lines for this committee's duties and responsibilities.

- Finalize the Terms of Reference for the Board Budget Committee.
- Reports and target dates are to be determined by the committee.

Review and Evaluation

The accomplishments of the Board Budget Committee will be reviewed and evaluated at the final meeting of the school year. Recommendations for changes and any new objectives will be identified in preparation for the Board's annual organizational meeting.

Poverty Intervention Committee Year-end Report 2017-2018

Membership

Christine Light (Trustee, Chair); Karen Rancier (Director of Curriculum); DeeAnna Presley-Roberts (Making Connections Coordinator); School Representatives; Community Representatives; Parent Representatives

Meetings

The PIC Committee met 3 times during the 2017/2018 school year. 3 additional meetings were held with Christine Light, Karen Rancier and DeeAnna Presley-Roberts to organize the planning for the PIC Luncheon.

Committee Activities

1. Weekends And More (WAM) is a project which stemmed from a one-time donation in the 2016/2017 school year. These bags were distributed district-wide to families with emergency need. Included in the bags were recipes for the weekend, pantry staples to fulfill the recipes and a Loblaws gift card for \$25 to purchase produce, milk and other necessary ingredients. 15 bags were distributed weekly; more than 345 bags had been distributed as of the May 2017 PIC meeting. The sustainability of this project is to be discussed in the new school year.
2. Due to a significant one-time donation, funds were available for schools to apply for \$5000 towards up to 5 Poverty Projects that would support all students. 36 Poverty Project applications were received from 13 of 22 schools. 33 projects were approved. Projects included: break bins, desk cycles, standing desks, a coffee cart business, FNMI Mentorship Program, hand bells, yoga mats, self-regulation kits, sensory room supplies, and literacy boxes.
3. \$500 was given towards the purchase of appliances for the following schools: Lakeview, Fleetwood Bawden, and Mike Mountain Horse. These appliances were necessities in carrying through with breakfast and/or lunch programs.
4. Breakfast and lunch funds: there continues to be an increased financial need to support students in this area.
5. On May 16, 2018, the committee hosted its Annual Appreciation Luncheon for all donors and supporters of the district's Poverty Intervention Programs. A power point presentation on the resources, opportunities and programs stemming from this committee was shared. Following this luncheon, the school-based facilitators met and presented their annual reports.

Respectfully submitted,
Christine Light, Committee Chair

Poverty Intervention Committee Terms of Reference

Type of Committee

This is a standing committee of the Board of Trustees.

General Purpose

- To improve educational opportunities and achievement of students (children and youth) affected by poverty
- To determine the District's progress in addressing poverty and make recommendations to the Board where deemed appropriate
- To heighten staff awareness and promote action on issues related to poverty.

Key Duties and Responsibilities

- Annually assess the District's growth toward implementation of poverty interventions
- Facilitate update existing services and programs that address poverty
- Facilitate funding opportunities for poverty intervention – i.e., Kiwanis, Green Acres, Food for Thought, 100-Mile Bike Race, organization and private donations
- Conduct internal and external public relations to promote the Poverty Intervention Committee
- Share poverty interventions and best practices annually through facilitators' reports
- Support the implementation of the Poverty Intervention Policy
- Continue to communicate with stakeholders and Poverty Intervention Facilitators to promote and facilitate PD opportunities
- Support district schools in developing and implementing Poverty Intervention practices
- Recognize that poverty interventions are effective strategies that impact the students and their learning.

This committee's authority would be limited to Lethbridge School District No. 51 and would be advisory in capacity.

Composition and Appointments (for life of the committee)

- 1 Trustee – chair
- Education Centre staff member assigned lead responsibilities for poverty intervention
- 1 principal and 1 assistant principal
- 2 parents
- FNMI Education Coordinator
- 3 teachers – elementary, middle and high school
- 1 counselling representative
- 1 CUPE 2843 representative
- 1 CUPE 290 representative
- 1 community member
- Representatives from Alberta Health Services
- 1 Making Connections representative

- Board appoints the Trustee whereas CUPE and ATA will each appoint their representative
- Guests will be invited to assist the Committee as needed.

Meetings

- There will be 3-4 per year (December, March, May)
- They will be organized by the Chair with assistance of the Education Centre lead person for poverty intervention

Resources

- Board contribution for food programs
- Community grants and donations to support the work of the committee
- Central Office lead person for poverty intervention will administer the funds
- The budget will be reviewed quarterly and at the final meeting each year
- Support from secretarial staff will be required

Specific Annual Objectives

- Review Board funded projects
- Investigate new ways to provide support to needy students
- Continued development of communication and feedback from schools
- Provide support for schools to work collaboratively to meet the needs of district students
- Explore best practices for internal and external delegation of inventory
- Continue to provide information in school and district newsletters on the work of the Poverty Committee to raise the profile of the work of the Poverty Committee
- Post a link on the District website for the Poverty Committee
- Survey schools to determine the value of goods and services donated to the District to support students living in poverty
- Continue to encourage healthier food donations from the community
- Seek ways to work collaboratively with other District Committees with similar responsibilities (Making Connections, Healthy Schools)

Reports and Target Dates

- Reports will be submitted annually or as the need arises
- The Committee will report both in writing and orally

Review and Evaluation

- The Committee will set objectives for the next committee at the end of its mandate
- Recommendations for changes to the Committee's terms of reference would be forwarded to the Board as necessary

Board Audit Committee Year-End Report 2017-2018

Committee Members:

Donna Hunt, Chair

Tyler Demers, Trustee

Don Reeves, Public Member

Jason Baker, Public member

**Keith Fowler was Chair at audit planning meeting with Donna as the Board Trustee*

Auditor:

B.D.O. Canada LLP, Auditors

Management:

Christine Lee, Associate Superintendent Business Affairs

Mark DeBoer, Director of Finance

Committee Activities:

The Audit Committee met twice in the 2017/2018 year.

The first meeting was in September 2017 to do Audit Planning for the 2016-2017 Audit.

We discussed the scope of the Audit. We also selected which schools would have their activity funds audited.

The second meeting was in November 2017 after the Audit. We discussed results of the Audit and any recommendations for improvement to the controls. There were no concerns or recommendations for improvement regarding the systems of controls at the District level.

There were a few recommendations for improvements regarding School Generated Funds. The Business Affairs department continues to address some of the areas noted by the Auditors. Thank you to the Finance department for their continued work with schools to facilitate the improvements.

November 28th, 2017 the Audited Financial Statements were presented to the Board. The District is in good financial health. The Board of Trustees received Quarterly Financial Reports for the periods, November 30th, 2017, February 28th, 2018 and May 31st, 2018 for the 2017-2018 school year.

The District has recently been informed that we were awarded the Canadian Award for Excellence in Financial Reporting for the 2016-2017 Annual Financial Report from Government Finance Officers Association (GFOA) International. To our understanding, we are the first school jurisdiction in Canada to receive this award.

Respectfully submitted,

Tyler Demers, Trustee (on behalf of Board Audit Committee Chair)

Board Audit Committee Terms of Reference

Purpose:

To assist the Board of Trustees and the Superintendent of Schools in fulfilling its oversight responsibilities for the financial reporting process, the system of internal control over financial reporting, the audit process (including GAAP compliance), and monitoring the District's compliance with laws and regulations pertaining to the financial operations.

Authority:

The Audit Committee has authority to conduct or authorize investigations into any matters within its scope of responsibility. It is empowered to:

- With the consent of the Board of Trustees, retain outside counsel, accountants or others to advise the committee or assist in the conduct of an investigation;
- Seek any information it requires from employees – all of whom are directed to cooperate with the committee's requests – or external parties; and
- Meet with District officers, external auditors or outside counsel, as necessary.

Composition:

The Audit Committee will consist of the following members:

- Two member Trustees from the Board Budget Committee one of whom shall act as chair of the Audit Committee; and,
- Two members of the general public, who are independent to the District, have no relationship to the audit firm and who are financially literate.

Resources:

- The Associate Superintendent of Business Affairs and Director of Finance will provide assistance to the committee as deemed necessary.
- The Audit Committee may have access to other third party expertise as deemed necessary.

Meetings:

The Audit Committee will meet at least once a year, with authority to convene additional meetings, as circumstances require. All Audit Committee members are expected to attend each meeting, in person or via tele- or video-conference. The Audit Committee will invite members of management, auditors or others to attend meetings and provide pertinent information, as necessary. It may hold private meetings with auditors and executive sessions.

Minutes of the meetings will be prepared. Audit Committee reports shall be provided at a meeting of the Board of Trustees. The Executive Secretary to the Associate Superintendent of Business Affairs shall act as the Secretariat to the Audit Committee.

Compensation:

The Audit Committee members from the general public shall be compensated based on a per diem rate.

Responsibility:

The Audit Committee will carry out the following responsibilities:

Financial Statements:

- Review significant accounting and reporting issues, including complex or unusual transactions;
- Review with management and the auditors the results of the audit, including any difficulties encountered;
- Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles; and,
- Review with management and the auditors all matters required to be communicated to the School Board.

Internal Control:

- Consider the effectiveness of the District's internal controls over annual reporting, including information technology security and control; and
- Understand the scope of auditor's review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses.

Audit:

- Review the auditor's proposed audit scope and approach
- Review the performance of the auditors, and provide a recommendation to the School Board the final approval on the appointment or discharge of the auditors;
- Review and confirm the independence of the auditors by obtaining statements from the auditors on relationships between the auditors and the School District, including non-audit services, and discussing the relationship with the auditors; and,
- On a needs basis, meet separately with the auditors to discuss any matters that the Audit Committee or auditors believe should be discussed privately.

Compliance:

- Review the findings of any examinations by regulatory agencies, and any audit observations; and,
- Obtain regular updates from management and company legal counsel regarding compliance matters.

Timing:

The Audit Committee will commence its work for the fiscal year.

District Wellness Committee Year-end Report 2017-2018

Members:

Trustees Donna Hunt and Christine Light; Associate Superintendent Morag Asquith; District Staff and Representatives; Parent Representatives; Alberta Health Services Representatives; Addictions/Mental Health Representatives; Public Health Representatives; and University of Lethbridge Representatives.

The District Wellness Committee exists to promote healthy lifestyles for the students and staff of School District No. 51. Regular meetings were held to acknowledge and support the work being done by its many committees and partnerships.

Pictographic representations of our three-year plan can be found on the second floor of the District Education Centre building.

The committee would like to thank everyone who has made a contribution to wellness within our District.

Respectfully submitted;

Donna Hunt
Committee Chair

District Wellness Committee Terms of Reference

Type of Committee

- This is a District committee.

General Purpose

- To promote and facilitate wellness among students, families and staff of the District

Policy References

Policy 504.11 Healthy Nutritional Choices

Policy 402.8.3 Employee Assistance Wellness Programs

Policy 502.1 Welcoming, Caring, Respectful and Safe Learning Environments

Policy 502.1.7 Drugs and Alcohol

Policy 502.2 Sexual Orientation, Gender Identity and Gender Expression

Policy 504.1 Managing Health Issues in Schools

Policy 600.3 Poverty Intervention

Policy 602.7 Human Sexuality Instruction

Policy 607.4 Responsible Use of Technology

Policy 608.1 Counselling Services

Policy 700.6 Workplace Health and Safety- Emergency Response Planning

Composition and Appointments (for life of the committee)

- One Trustee, One Alternate
- Associate Superintendent, Instructional Services
- Associate Superintendent, Human Resources (as needed)
- 2 School Administrators
- Three classroom teachers (preferably one elementary, one middle and one high school)
- One Parent, One Alternate
- Representatives from Alberta Health Services
 - Addictions and Mental Health
 - Comprehensive School Health
- Counselling Coordinator (as needed)
- Communications Officer (as needed)
- Other community and school members (as needed)

Meetings

- Meetings will be held three times per year (Sept., Jan/Feb., April/May)
- They will be organized by the Chair, with assistance of the Associate Superintendent, Instructional Services.
- Sub-committees as needed
- 3 Health Champ Meetings a year

Resources

- \$20,000 per year toward Wellness Grants in Schools
- An annual Board contribution to support Committee activities
- The Associate Superintendent, Instructional Services, will administer the funds.
- The budget will be reviewed at the final meeting each year
- Support from Administrative Assistants required

Specific Annual Objectives for the 2018-19 School Year

- Support/coordination of the work of the Health Champions
- Continue wellness communications plan with the help of Communications Officer and the Technology Department (“Wellness Spotlight”)
- Organization and coordination of events as needed
- Review various wellness assessment data/instruments with a view to inform initiatives for future wellness work and to make recommendations
- Continue to pursue sources of funding to support wellness, as available
- Explore the connection/correlation between positive student engagement and wellness
- Continue to focus on the 3rd year of the 3 year Plan Priorities- Mental Health and structures in our schools that supports Mental Health, Staff Wellness

Reports and Target Dates

- Reports will be submitted annually or as the need arises.
- The Committee will report both in writing and orally.

Review and Evaluation

- The Committee will set objectives for the next committee at the end of its mandate
- Recommendations for changes to the Committee’s terms of reference would be forwarded to the Board as necessary.

Community Engagement Committee Year-end Report 2017-2018

Members

Christine Light (Trustee, Chair); Cheryl Gilmore, Garrett Simmons, Christine Lee, Jan Foster, Doug James, Allison Pike, Pauline Hall, Heather Paul, Corrinne Steele

Meetings

The Community Engagement Committee met 5 times during the 2017/2018 school year. Sub-committees met additional times to plan and complete responsibilities.

Committee Activities

This committee met to organize and prepare for 3 main events:

1. The Canada 150 ICE Scholarship Breakfast and application. Sub-committees that help plan these events are the Promotion Committee, the Event Committee, and the Scholarship Description Committee. The breakfast was a successful event and plans for the 2018/2019 event are underway. Marty Park will be the keynote speaker for this event. More students applied for the ICE Scholarship this year (18) and the District was able to reward 3 students with the \$1000 scholarship. Direction to students will be made clearer in the next cycle as there is some confusion surrounding the term 'innovation' and how this can be presented in a variety of subjects.
2. Town Hall. A new format was chosen in response to feedback from the 2016/2017 year. 2 questions were asked of stakeholders: *What are we doing well in our District?* and *What can we do better in our District?* Discussion around the tables was less directed than previous years and movement between tables was decreased. Positive feedback for these changes was received.
3. Realtor's Luncheon. 13 realtors joined the committee and district staff for lunch on May 23, 2017. Promotion of our Lethbridge District No. 51 was shared and guests were given opportunity to ask questions. Transportation boundaries were a significant topic. Information shared was received well and takeaway information was appreciated. Some realtors expressed an interest in this being an event we host every or every-other year.

Respectfully submitted,
Christine Light, Committee Chair

Community Engagement Committee Terms of Reference

Type of Committee

This is a District Board Standing Committee.

General Purpose

To develop and implement strategies for the Board to fully engage all sectors of the community.

Composition and Appointments (for life of the committee)

- Two Trustees
- Superintendent or designate
- Minimum of one representatives from the District School Council
- Communications Officer
- Invitees as required – topic relevant

Meetings

- Meetings will be held a minimum of three times per year.
- They will be organized by the Chair, with assistance of the Superintendent.

Resources

- \$2,000 per year for general operation of the committee including resources needed for meetings and any promotional activities; the Superintendent will administer the funds
- ICE scholarship budget and tracking of revenue and expenditures for this event will maintained by the Director of Finance
- Support from secretarial staff will be required.

Specific Annual Objectives

- Explore strategies for generative engagement
- Link generative engagement to Board Strategic Priorities and review the Annual Communication Plan for Board approval.
- Explore interactive technology options for feedback loops as part of the engagement strategy.
- Consult with producers of media associated with education to optimize opportunities for showcasing District personnel and events.
- Plan and host the ICE scholarship breakfast focusing on student innovation.

Reports and Target Dates

- Reports will be submitted to the Board following each meeting.
- The Committee will report both in writing and orally.
- An annual report shall be submitted to the Board in September.

Review and Evaluation

- The Committee will set objectives for the next committee at the end of its mandate. Recommendations for changes to the Committee's terms of reference will be forwarded to the Board as necessary.



LETHBRIDGE SCHOOL DISTRICT NO. 51

Approved: October 10, 2006

Amended April 20, 2010

301.3 Evaluation Process for the Superintendent Policy

An annual evaluation shall be conducted of the outcomes achieved for the District by the Superintendent.

This annual evaluation process shall be conducted by the Superintendent Evaluation Committee that consists of the Board Chair, two other Trustees and the Superintendent, and shall culminate in a full report to the Board.

Regulations

A. Summative Evaluations:

The evaluation of the Superintendent shall:

1. Be conducted during the first full school year of employment and in the year prior to the final year of the Superintendent's term of appointment
2. Be directly related to the responsibilities of the Superintendent (301.1 Superintendent of Schools Roles and Responsibilities)
3. Be related to District success with regard to outcomes of the Annual Education Plan
4. Focus on the Annual Professional Growth Plan developed by the Superintendent in September of each year
 5. Incorporate input from all stakeholder groups
 6. Incorporate a self-evaluation component
 7. Reflect the position of the Board as a whole, rather than of any individual trustee
 8. Culminate in a report to be written by the Chair of the Superintendent Evaluation Committee, approved by the Board and filed in the Superintendent's personnel file and the Board Chair's Confidential File
 9. Have provision for a written response to the evaluation by the Superintendent that will become part of the evaluation.

B. Formative Evaluation:

The evaluation of the Superintendent shall:

1. Occur in years in which a summative evaluation is not being conducted
2. Include a mid-year feedback session involving the Superintendent and the Board



301.3 Evaluation Process for the Superintendent

3. Require the Superintendent to prepare for the Superintendent Evaluation Committee a draft evaluation by the end of May which addresses:
 - a. Fulfillment of his responsibilities (301.1 Superintendent of Schools Roles and Responsibilities.)
 - b. Success in achieving the goals of his Annual Personal Professional Growth Plan.
 - c. District success with regard to the outcomes of the Annual Education Plan
4. Be reviewed in draft form by the Superintendent Evaluation Committee prior to the first Board meeting in June and revised as needed.
5. Be presented for Board approval at the first Board meeting in June.
6. Culminate in a letter to be written by the Superintendent Evaluation Committee that will be filed with the approved evaluation report in the Superintendent's personnel file and in the Board Chair's Confidential File.

Reference

Alberta School Act: Section 113
District Policies: 301.1 Superintendent Of Schools Roles And Responsibilities.
Superintendent of Schools/CEO Position Description, October 2006
Lethbridge School District No. 51 Superintendent Leadership Profile, March 20

SUPERINTENDENT EVALUATION COMMITTEE TERMS OF REFERENCE

KEY DUTIES AND RESPONSIBILITIES:

1. Review policy 301.3 Evaluation process for Superintendent of Schools
2. Review Superintendent's Roles and Responsibilities (Policy – Roles and Responsibilities of Superintendent of Schools)
3. Review criteria for annual review, as determined in the previous year
4. Conduct review based on criteria, process and timelines
5. Prepare report for the Board, including recommendations
6. Establish criteria , process and timelines for next evaluation
7. Outline expectations for Superintendent performance for the coming year
8. Provide information to the Board regarding the Superintendent's remuneration and if directed by the Board, provide a recommendation for the Board's consideration.
9. Review Terms of Reference for the Superintendent Evaluation Committee

COMPOSITION AND APPOINTMENTS

1. The committee shall consist of the Board Chair, two other trustees and the Superintendent.
2. Committee members shall be appointed annually by the Board at the Organizational Meeting.
3. The Board shall designate the committee chair at the Organizational Meeting.
4. The committee, at the first meeting of the committee, shall appoint a Vice-Chair.

MEETINGS

1. The committee shall meet as required
2. During the year of a summative evaluation, extra meetings, as necessary may be called by the committee chair or as directed by the Board.

RESOURCES

1. The committee shall bring any resource/budget requests to the Board for approval.
2. A budget estimate will be given for a summative review in the event an external consultant/evaluator/legal services are desired by the committee or Board.
3. The Superintendent shall serve as administrative support to the committee.
4. Additional staff and assistance shall be arranged through the Office of the Superintendent and upon approval of the Board.

SPECIFIC ANNUAL OBJECTIVES

1. Review and re-evaluate Superintendent Roles and Responsibilities.
2. Receive the Superintendent's annual growth plan, its objectives and outcomes. In reviewing the objectives and outcomes the Committee shall take into consideration the most recent summative evaluation as well as the most recent formative evaluation.
3. The annual growth plan will be presented to the Board as committee of the whole each September.
4. Develop a process in consultation with the Superintendent by which the formative evaluation shall take place. Consultation with Executive Council, Directors and School Principals shall be at the Committee's discretion.

REPORTS AND TARGET DATES

1. Initiate two informal feedback sessions between the Superintendent and the superintendent Evaluation Committee in January and May, 2013. Feedback sessions may include the Board as a whole at the request of the Board.
2. Conduct and complete the formative evaluation for the Board's review and consideration no later than the board meeting in June, 2013

REVIEW AND EVALUATION

1. To be filed in Superintendent's personnel file and Board Chair's Confidential file immediately following Board approval.
2. Terms of Reference shall be reviewed and if necessary revised for the Board's approval at the Annual Organizations Meeting.

First Nations Metis Inuit (FNMI) Education Committee Year-End Report 2017-2018

Committee: Doug James(Trustee & Chair), Donna Hunt (Trustee), Morag Asquith (Associate Superintendent), Bruce Wolf Child (Elder), Neil Langevin (VP Churchill), Jessica Singer (FNMI Liaison), Andrea Fox (District Principal Of FNMI Education) John Chief Calf (Blackfoot Language & Culture), Darryl Christiansen (Principal GPMS), Heather Hadford (Principal Probe), Gus Wensmann (Teacher Victoria Park), Sarah Burton (Teacher Churchill),Aaron Fitchett (VP Buchannan), Maria Livingston (FNMI Career Facilitator), Amethyst Big Throat (Chinook-Student Rep) Angela Wilde (Principal Westminster), Lenae Fyfe (VP Fleetwood)

Annual Report to the Board of Trustees

Committee Activities:

The committee reviewed their purpose and established goals and objectives for the committee and the District. The committee purpose was to improve learning and reduce the student achievement gap by providing goals and strategies in the areas of *Literacy initiatives*, *Interventions* and increased *Student Engagement*. These three areas are detailed in the FNMI Advisory Committee February 2018 Minutes

The committee gathered and reviewed student statistics dating back to 2014-17 in the areas of student completion rates, diploma rates and participation in order to measure educational trends. The purpose of these measurable statistics is to be able to identify positive improvement and also identify the deficits that need attention.

Morag Asquith and Andrea Fox, at the request of the committee, developed and proposed a three year educational plan that is to be implemented in the fall of 2018. The committee reviewed and adopted the plan which aligned with the district learning goals.

Finally the committee felt in order to be more effective and impactful they would meet a minimum of four times per year. In addition the committee also felt that the committee needed to be reduced in numbers in order to be more effective. Morag and Andrea presented a committee structure that was adopted by the committee.

The Committee will review the Terms of Reference, as currently written and revised in the first scheduled meeting in September.

Respectfully submitted,

Doug James, Committee Chair

First Nations Métis Inuit Education Committee
TERMS OF REFERENCE

TYPE OF COMMITTEE

- This is a standing committee of the Board of Trustees.

GENERAL PURPOSE

- To improve F.N.M.I. educational opportunities and achievement of all students
- To directly improve learning outcomes for all students who self identify as having F.N.M.I. Ancestry
- To support the "Calls to Action" from the Truth and Reconciliation work that is relevant to the education sector
- To support teachers and our F.N.M.I. Department to feel comfortable and skilled in delivering and appreciating F.N.M.I. Content as per Alberta Education Curriculum recommendations

KEY DUTIES AND RESPONSIBILITIES

- Annually assess the District's work through data analysis, anecdotal reporting and observations
- Continue to build deeper connections within the surrounding Lethbridge community that support Blackfoot people as well as other F.N.M.I. Cultures in Canada
- Explore further opportunities to raise funds to support programming and building of a sustainable and supportive program
- Generate professional development opportunities that can be integrated into the F.N.M.I. Work plan for all staff in Lethbridge School District No.51
- Share best practices provincially that support the F.N.M.I. Work plan and Strategic Plan
- Communicate with stakeholders
- Communicate, explore and share interventions that are effective and impact learning and building a deeper understanding of F.N.M.I. Culture within the education setting

This committee's authority is limited to Lethbridge School District No. 51 and is advisory in capacity.

COMPOSITION AND APPOINTMENTS (FOR LIFE OF THE COMMITTEE)

- 1 Trustee – chair (and an Alternate)
- Education Centre staff member
- Principal of F.N.M.I. Education
- 1 parent (and an Alternate)
- 3 Teachers – elementary, middle and high school
- 3 Administrators- elementary, middle and high school
- 1 FNMI Liaison (and 1 Alternate)
- Elder
- Guests (community members) will be invited to assist the Committee as needed

MEETINGS

- There will be 3-4 per year (October, February, May)
- They will be organized by the Chair with assistance of the Principal of F.N.M.I. Education

REPORTS AND TARGET DATES

- Reports will be submitted annually or as the need arises
- The Committee will report both in writing and orally

REVIEW AND EVALUATION

- The Committee will set objectives for the next committee at the end of its mandate
- Recommendations for changes to the Committee's terms of reference would be forwarded to the Board as necessary

Reconciliation Lethbridge Advisory Committee

Type of Committee

The City of Lethbridge extended an invitation to Lethbridge School District No. 51 and Holy Spirit to join the city committee called Reconciliation Lethbridge Advisory Committee (RLAC).

The invitation at this time requests cyclical membership with the two jurisdictions rotating membership each year.

The Board will need to decide if they would like this committee to be framed as a Joint Committee. If the Board expresses intent to have it as a Joint Committee, a mandate will be written. Alternatively, the Board can decide if committee membership for RLAC falls under the mandate of the FNMI Committee with the Chair of the FNMI Committee designated as the District's representative.

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: FNMI Directorate Grant for urban Indigenous Youth

Background

Honourable Shannon Phillips, MLA Lethbridge-West, announced the funding boost to address concerns regarding funding for First Nations, Metis and Inuit student supports in Lethbridge School District No. 51.

The conditional grant requirements include a total of \$250,000 over two years (\$125,000 in Year 1 and up to \$125,000 in Year 2). Pilot project activities will be distinct from the BCCE (Building Capacity and Collaboration in Education) / IFNE (Innovation in First Nations Education) grant programs and three-year education plan activities. Sustainability of the pilot project initiatives will be a priority throughout the project's planning process.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,

Cheryl Gilmore

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: October Organizational Meeting Agenda

Background

School Board Annual Organizational Meeting will be held on October 23, 2018. An electronic survey containing the 2018-19 Trustee committee membership will be distributed prior to the meeting for the purpose of Trustees subsequently conveying interest in committee membership for the 2018-19 school year.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: District School Council Meetings

Background

The following are the dates that District School Council meetings will be held in the Board Room at the Education Centre starting at 6:30 p.m.:

October 1, 2018

November 5, 2018

December 3, 2018

January 14, 2019

February 5, 2019 – Town Hall Meeting

March 4, 2019

April 1, 2019

May 6, 2019

June 3, 2019

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Breakfast with the Board

Background

As has occurred in previous years, the Board of Trustees will be inviting school staffs, plus the staff at the Education Centre and Attwell Building, to join them for a light breakfast on a rotating basis. The intent is to meet once over a three year period with each staff group.

Trustees have enjoyed the opportunity to engage staff members in informal conversation. Following the breakfast, trustees are invited to tour the school with the principal or assistant principal.

The schedule for 2018/19 is as follows:

October 3, 2018 – Senator Joyce Fairbairn Middle School
November 7, 2018 – Immanuel Christian Secondary School
December 5, 2018 – Chinook High School
January 9, 2019 – Senator Buchanan Elementary School
February 7, 2019 – Park Meadows Elementary School
March 5, 2019 – Lethbridge Christian School
April 3, 2019 – Immanuel Christian Elementary School
May 1, 2019 – Mike Mountain Horse Elementary School

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Christine Lee
Associate Superintendent, Business Affairs

RE: Business Affairs Report

Background

The September 2018 report of the Associate Superintendent Business Affairs is attached.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,
Christine Lee

Associate Superintendent, Business Affairs

Report to the Board of Trustees

September 25th, 2018

Facilities

- The South East Elementary School is ready to go to tender. We are still awaiting the grant agreement from Alberta Education prior to receiving final approval to proceed to tender by Alberta Infrastructure.
- Senator Joyce Fairbairn Middle School construction is open and had the grand opening on September 14th. There is still some areas that will need some work or areas of deficiency to be rectified. We will be working on these throughout the school year.
- Delivery of the three modular classrooms at Coalbanks Elementary anticipated in July were delayed, but have now arrived and are being worked on for occupancy by Christmas.
- The maintenance department was very busy with the summer capital projects through IMR. These included flooring replacement, water main replacement, parking lot painting, abatement work for the significant work to be performed over the next three years at Westminster and Buchanan. Report of projects is included in the Facilities Committee Report.
- Our school year starts with clean and shiny schools thanks to the hard work of the caretaking staff during the summer.
- Meeting held with Alberta Education regarding the District's two top priorities for capital projects that were in the 2018-2021 Capital Plan. Discussion occurred around the need for a new west Lethbridge elementary school and modernization of Galbraith Elementary.
- The first meeting of the Boundary Review Committee was held on September 19th to discuss enrolment pressures at west Lethbridge schools. This committee will work on strategies to address future growth in west Lethbridge and the impact on facility space in our schools.

Technology

- The technology department worked very hard this summer moving computers for the maintenance work, remastering all the computers in the district for new software and installing the computers for Senator Joyce Fairbairn Middle School.
- The technology department has developed a yearly project plan and a five-year evergreening plan.

Finance

- The purchasing department worked hard during the spring and summer months making sure that Senator Joyce Fairbairn Middle School had all the necessary supplies, furniture and equipment for opening day.
- The Finance department is working on year-end and will be working with schools on updating their budgets for the 2018-2019 school year. The Audit Committee met to start the audit planning work that will begin in October.

- The District has received it's first **Certificate of Excellence in Financial Reporting** from the Government Finance Officers Association (GFOA). Mark DeBoer submitted a very detailed report of the financial information of the District for the year ended August 31, 2017 to meet the award criteria. It is our understanding that we are the first school board in Canada to receive this award. Follow the link for the [2016-2017 Annual Report](#).
- Over the summer, Mark DeBoer, Director of Finance completed the **Meritorious Budget Award** (MBA) submission and the District has been notified that we received the award. This is the 13th year the district has received the MBA. Follow the link for the [2018-2019 Budget report](#).
- Director of Finance, Mark DeBoer was selected as one of 18 ASBO International members to receive the **Emerging School Business Scholarship**. This scholarship provides coverage of expense to ASBO's annual meeting and exclusive professional learning sessions to the recipients. Mark was the only Canadian select for this year's scholarships.

Transportation

- Transportation has had to address challenges with the new requirement by Alberta Education to consider walking paths in determining the 2.4 km funding distance and eligibility for transportation. When determined, families who previously received bussing and now ineligible to ride due to the change are placed on a wait list to get on a bus if there is room. We have managed to place many of these students on busses. Cheryl Shimbashi, transportation coordinator has had numerous conversations with Alberta Education regarding the implications of the change on our families, as some of the walking paths may be considered unsafe due to parks and roadway crossings. These concerns have been noted and understood and we await the new transportation regulations in the fall for further impacts on school bus transportation.

Occupational Health and Safety

- Blaise Mac Neil, Occupational Health and Safety Officer has completed site inspections and work is being done to correct priority items in coordination with schools and the facilities department.
- School and Building site safety committees formed and the first District Joint Health and Safety Committee meeting was held on September 10th, 2018. Christine Lee is the employer Co-Chair and Steve Keenan, Head Caretaker at Gilbert Paterson was elected as employee Co-Chair to the District Health and Safety Committee.

Other matters

- Work related to Insurance, legal, and labour relations matters.
- Work with leadership team and schools through generative dialogue process.
- Board will be commencing collective bargaining with CUPE 290 this fall.

Kids are our Business

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Rik Jesse
Associate Superintendent, Human Resources

RE: Human Resources Report

Background

The September 2018 report of the Associate Superintendent Human Resources is attached.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,
Rik Jesse

Associate Superintendent, Human Resources

Report to the Board of Trustees

September 25, 2018

Recruitment: Lethbridge School District No. 51 is committed to recruiting, hiring and retaining a staff focused on providing high quality education for all public school students in the city of Lethbridge.

HR Events:

Lethbridge School District No. 51 Hiring Fair – September 12th

- Focused on educational assistant positions, specifically current openings and substitute positions
- 65 people attended
- 30+ Interviews were granted by District Administrators

Upcoming HR Recruitment opportunities:

- University of Lethbridge Career Fair – September 19
- Kainai Career Fair - October 23
- Lethbridge School District No. 51 Hiring Fair – Early December, 2018

2018 / 2019 51-25 Banquet

The Board of Trustees cordially invites you and a guest to the annual meeting of the 51-25 Club which is a special banquet to honour “Twenty-Five Year Employees”.

Wednesday, September 26th

Lethbridge Lodge

Dinner at 6:00 pm

Hiring at a Glance:

Substitute Teacher / Educational Assistant List:

Teacher

- 178 Teacher Substitutes as of July 18
- 33 Teachers Substitutes were taken off the list due to inactivity or resignation
- 181 Teacher Substitutes as of September 18

Support

- 62 Support Substitutes as of June 30, 2018 - Some support subs had very limited availability i.e., KG Assistants were available Fridays only
- 12 Support substitutes were taken off the list due to inactivity or resignation
- 53 Support Substitutes – Some support subs have very limited availability i.e., KG Assistants are available Fridays only

Resignations / Terminations between June 30 and September 18

- 19 Support Resignations
- 1 Caretaking Termination

Medical/Maternity Leaves

- 3 New Medical Leaves, 1 modified return (Teacher)
- 13 Teacher Maternity Leaves from July to December
- 2 Support Maternity Leaves from July to December

New Hires/Orientations – 92 employees on boarded and orientated prior to the end of September

- August 21 - New Administrator Orientation - 6
- August 22 – New Hire Orientation – 12
- August 23 – New Hire Orientation – 17
- August 27 (am) – New Hire Orientation - 12
- August 27 (pm) – New Sub Orientation – 14
- September 11 – New Hire/Sub Orientation - 12
- September 27 – New Hire/Sub Orientation – 7

September Hiring – Teaching

- Additional 1.0 KG teacher hired at Westminster
- 0.5 increase given to Dr. Probe

September Hiring – Support

- 27 New Hires since August 14, 2018

Classroom Improvement Fund 2018-19 Update:

5.5 Teachers were hired in early June as per 2018-19 Classroom Improvement Fund (CIF) allocation. The following schools received CIF Teachers:

FTE	School
1.0	Galbraith
1.0	Park Meadows
1.0	Fleetwood
1.0	Westminster
1.0	Senator Buchanan
(0.5)	Dr. Probe

2018 / 2019 Enrollment Update: As presented.

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Morag Asquith
Associate Superintendent, Instructional Services

RE: Instructional Services Report

Background

The September 2018 report of the Associate Superintendent Instructional Services is attached.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,
Morag Asquith

Associate Superintendent – Instructional Services- September 2018

First Nations, Metis and Inuit work

We have had three resignations at the end of August/beginning of September and will be spending the first two weeks of September working with Rhonda Aos (HR) on posting, interviewing and filling these positions. The schools impacted by these resignations are Senator Buchanan, Lakeview, Wilson, Dr. Probe, General Stewart, Park Meadows and Senator Joyce Fairbairn. Andrea Fox is working on the F.N.M.I. work plan for the year and will be circulating it in early October. The Work Plan will highlight the FNMI Education Team's mission and vision, the priorities for the year (policy, roles and responsibilities of Liaisons and team development).

Wellness Work Plan

The Wellness Work Plan has been completed and has highlighted the following endeavors for the upcoming 2018-19 school year:

- Continued focus on defining “Wellness” versus “Healthy Schools” – highlighting the 5 dimensions of wellness; physical, social, emotional, academic and spiritual. This continued focus will be reinforced by a new Wellness Policy that our Wellness Committee will be tasked with this year
- Staff wellness- specifically the “Wellness Throw Down” – this is a joint initiative between the Division of Instructional Services and Human Resources - 8 structured “lightly competitive” wellness related activities scheduled throughout the year. HR has also developed a plan around increasing an awareness around wellness supports
- Practicum Nurse work
- Self-regulation initiative - Laura Paiement has already been out in schools
- Alberta Education Nutrition Program – 11 schools involved
- “The Self Regulated Parent” – October 18th, Board Room, 6:30-7:45 p.m.

Universal Design for Learning (UDL) - Professional Learning

Karen Rancier, Ann Muldoon and Morag Asquith have been planning professional learning around “UDL for Administrators”. We look forward to this initiative this year and anticipate some fun alongside learning that will be directly applicable to enhancing Instructional Supervision, teaching and learning! Shelly Moore (our “Welcome Back- Breakfast” speaker) was a marvelous “leap” into the UDL work we will be doing this year, her message regarding authentic inclusion resonated in many Lethbridge School District staff minds.

Provincial Results and New Curriculum

We have been reviewing PAT and Diploma results for 2017/18 and building a report for the Board to review. Karen Rancier has reviewed a preliminary draft of the new K-4 Curricula (June 14th) and Karen will be meeting with the Curriculum Administrators group on September 25th as the day to go over the CDMA (Curriculum Development Management Application), an electronic repository that Alberta Education aspires to contain “all things curriculum”.

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore, Superintendent of Schools

RE: Acknowledgements of Excellence

Background

The Board has a long standing practice of acknowledging the efforts of students and staff whose commitment to excellence has resulted in outstanding achievement. Details of accomplishments of note are provided as information. Congratulations to the following District staff and students:

District Director of Finance, **Mark DeBoer**, has received the Emerging School Business Leaders Scholarship from ASBO International. In addition to receiving funds to cover travel, accommodations and meals at the ASBO Conference, this elite group will have a full day pre-conference special session and receive recognition at the conference.

Lethbridge School District No. 51 and District Counselling Coordinator, **Cayley King**, and team have been selected for the 'Friend of the Family' award with Lethbridge Family Services. The award was presented on September 20, 2018 at the Lethbridge Family Services Annual General Meeting.

Churchill grade 10 student-athlete **Cayla Stimson** competed in the Team Alberta Track & Field Trials in Calgary in July and was selected to team Alberta based on her performances. Cayla represented Alberta at the Tri-Province meet in Edmonton, placing second in long jump with a best jump of 5.28m, giving her a national ranking of 3rd in the event for her age. She also placed 3rd in the 100m at the meet with a time of 12.71s.

Congratulations to Churchill's **Dianne Violini** on being recognised by the Master Bowlers' Association of Canada with a 40 Year Participation award, marking the 40th time Dianne has represented Alberta at the Masters' Nationals. During her 40th Nationals this past July, Dianne led all tournament ladies at the event with a 258 average over 21 games and had a match-play record of 17 wins – 3 losses and a tie helping Alberta to the team gold. Dianne has an extraordinary list of achievements that include 51 Provincial Tournament wins and 28 medals in the Master Bowlers' Association as well as representing Alberta at The Open 19 times, 7 as a Ladies Single representative, 10 times on the Ladies Team and 2 times on the Mixed Team winning 9 total medals.

Congratulations to Churchill grade 11 student **Ethan Meyer** on being recognised by Minister Eggen during the provinces unveiling of the Green Certificate Agribusiness program. Ethan runs an egg distribution project from his family farm where the announcement took place.

Winston Churchill High School will be participating in the ATA supported Finland/Alberta International Research Partnership (FinAI 2.0) over the next three years. The school was notified of their successful Expression of Interest submission September 5. Churchill will join four other Alberta high schools to partner with 5 Finnish high schools to consider “What makes a great school for all?”. Through collaborative exchange of pedagogy, practice and visions, schools in both countries will have the opportunity to create and implement initiatives that seek to respond to the question. This is a 3-year project with year one focusing on discovering what makes a great school for all; year two extending into an implementation stage centred on what we will do to affect change in our schools; year three focuses on evaluation, sustainability and further growth. Four staff members will begin the partnership collaborative meetings and school visits in Finland October 8-12 followed by additional staff and student involvement in subsequent years. Churchill is partnered with Joensuun yhteiskoulun lukio in Joensuu.

Respectfully submitted,
Cheryl Gilmore, Superintendent

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Junior Achievement Program

Background

Junior Achievement is the world's largest organization dedicated to educating students about work readiness, entrepreneurship and financial literacy through experiential, hands-on programs.

Junior Achievement programs are the link between education and the business world. Attached is the Lethbridge School District No. 51 report on Junior Achievement Programs 2017-2018 listing the numbers of participating classes and students in district schools.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,

Cheryl Gilmore
Superintendent

Lethbridge School District #51

Report on Junior Achievement Programs 2017-2018

At JA Southern Alberta, we are thankful for the longstanding support we receive from Lethbridge School District #51 schools.

The 2017-2018 school year was an incredible success for JA programs in southern Alberta, and we thank you for your continued support as we move into a new school year.

We recognize the significant contribution that each school, teacher and administrator makes in encouraging imagination, citizenship and the spirit of opportunity in today's youth. Thank you for inviting JA programs into your classrooms and encouraging southern Alberta's youth to take charge of their personal and economic futures.



Junior Achievement is the world's largest organization dedicated to educating students about work readiness, entrepreneurship and financial literacy through experiential, hands-on programs. We are spread over 122 countries around the world and reach over 9.7 million students per year.

At JA Southern Alberta, we reach nearly 30,000 students per year and we've got big plans to expand our reach in the coming years. This is all possible through a partnership between the business community, educators and volunteers who work together to inspire young people to reach their dreams and tap into their potential. Our approach allows volunteers to deliver our curriculum-based programs while sharing their own experiences and knowledge. The value is in the 'real world' perspective.

JA PROGRAMS ARE THE LINK between education and the business world, giving youth the confidence and knowledge they need to define personal success, enhance their workforce readiness and pursue their dreams. This year, Lethbridge School District #51 students took part in the following JA programs:

THANK YOU FOR WELCOMING JA PROGRAMS AND VOLUNTEERS INTO YOUR SCHOOL

	Schools	Classes	Students
GRADE 4/5 Our Business World	Senator Buchanan School	3	74
GRADE 7 Dollars with Sense	Wilson Middle School	6	240
GRADE 9/10 Economics for Success	Winston Churchill High School	5	125
GRADE 9-12 Entrepreneurial Trades	Winston Churchill High School	1	23
GRADE 10-12 World of Choices	Chinook High School	0	3
	Lethbridge Collegiate Institute	0	11
	Victoria Park High School	0	4
	Winston Churchill High School	2	41

For more information, contact:

Shelly Flexhaug, Regional Coordinator | 403.331.9124 | sflexhaug@jasouthalberta.org

Hanna Watson, Director of Programs | 403.781.2579 | hwatson@jasouthalberta.org

JA provides work readiness, financial literacy, and entrepreneurship programs for students grades 4 -12 www.jasab.ca



JA Southern Alberta
A Member of JA Canada

TESTIMONIALS

"I learned about the importance of saving money and making smart choices in my spending"

~ DWS Student

"The Junior Achievement programs are valued at our school and we are looking forward to having the organization work with our students again next school year."

~ Teacher

"Our volunteers were funny and at the same time informative. I became more aware of the things that I should consider to have a successful career and education"

~ EFS Student

"The highlight of my volunteer experience was getting through to several of the students that they are in control of their own destiny in life; as long as they keep making good decisions they can do anything they want"

~ Volunteer

"Thank you for teaching me how to run a business. Someday I'm going to run a business"

~ OBW Student

"It gets you conversing with people who have first-hand experience and makes your education/career endeavor a tangible thing"

~ WOC Student

"A great experience that allowed me to connect further with my community!"

~ WOC Mentor



For more information, contact:

Shelly Flexhaug, Regional Coordinator | 403.331.9124 | sflexhaug@jasouthalberta.org

Hanna Watson, Director of Programs | 403.781.2579 | hwatson@jasouthalberta.org

JA provides work readiness, financial literacy, and entrepreneurship programs for students grades 4 -12 www.jasab.ca



MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: ASBO Meritorious Budget Award (MBA)

Background:

The Association of School Business Officials International (ASBO) has awarded Lethbridge School District No. 51 with the Meritorious Budget Award during the 2018-2019 budget year. The award promotes and recognizes excellence in school budget presentation and is conferred only to school districts whose budgets have undergone a rigorous review of professional auditors and have met or exceeded the program's stringent criteria. The ASBO media release announcing the award is attached.

Recommendation:

It is recommended that the Board receive this report as information and congratulate Mark DeBoer, Director of Finance.

Respectfully submitted,
Cheryl Gilmore



FOR IMMEDIATE RELEASE

Contact: Molly Barrie
866.682.2729 x7075
mbarrie@asbintl.org

ASBO Awards School District for Budget Presentation

Ashburn, VA – August 30, 2018 – The Association of School Business Officials International (ASBO) is proud to recognize Lethbridge School District No. 51 for excellence in budget presentation with the Meritorious Budget Award (MBA) for the 2018–2019 budget year. ASBO International’s MBA and Pathway to the MBA promote and recognize best budget presentation practices in school districts.

Participants submit their applications and budget documents to a panel of school financial professionals who review the materials for compliance with the MBA Criteria Checklist and other requirements and provide expert feedback that districts can use to improve their budget documents. Districts that successfully demonstrate they have met the necessary program requirements may earn either the MBA or Pathway to the MBA, an introductory program that allows districts to ease into full MBA compliance.

“Districts that apply to the MBA or Pathway to the MBA programs recognize their community needs to be able to easily find and understand important district financial information,” ASBO International Executive Director John Musso, CAE, RSBA, explains. “Awarded budget documents are accurate, easy to read, and communicate the district’s goals and objectives. Reviewer comments help districts continually improve their budget presentation—which is one reason districts apply each year.”

The MBA and Pathway to the MBA are sponsored by ASBO International Strategic Partner Voya Financial®. Learn more at asbintl.org/MBA.

#

About ASBO International

Founded in 1910, the Association of School Business Officials International (ASBO) is a nonprofit organization that, through its members and affiliates, represents approximately 30,000 school business professionals worldwide. ASBO International is committed to providing programs, services, and a global network that promote the highest standards in school business. Its members support student achievement through effective resource management in various areas ranging from finance and operations to food services and transportation. Learn more at asbintl.org.



ASSOCIATION OF
SCHOOL BUSINESS OFFICIALS
INTERNATIONAL

About Voya Financial®

Voya Financial, Inc. (NYSE: VOYA), helps Americans plan, invest, and protect their savings—to get ready to retire better. Serving the financial needs of approximately 13.6 million individual and institutional customers in the United States, Voya Financial is committed to delivering on its vision to be America's Retirement Company® and its mission to make a secure financial future possible—one person, one family, one institution at a time. Certified as a “Great Place to Work” by the Great Place to Work® Institute, Voya is equally committed to conducting business in a way that is socially, environmentally, economically and ethically responsible and has been recognized as one of the 2017 World's Most Ethical Companies® by the Ethisphere Institute, and as one of the Top Green Companies in the U.S., by Newsweek magazine. For more information, visit voya.com.

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

Re: **Donations and Support**

Background:

Lethbridge School District No. 51 is fortunate to be in a community that strongly supports programs and services for students. The District is appreciative of the difference the support makes to the lives of children. These partnerships and support further the efforts of helping children come to school ready to learn, providing opportunities for engagement, and facilitating student growth and well-being. Listed below and attached are the donations and support received by the District.

- **Green Acres Foundation** presented a cheque for \$3,048.45 to Westminster School for the school's Sue Labuhn Memorial Library.



Recommendation:

It is recommended that the Board receive this summary as information.

Respectfully submitted,
Cheryl Gilmore

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Board Priorities Report

Background

The District Office Leadership Team is committed to keeping the Board informed regarding progress in Board priority areas. The priority areas as identified by the Board in the spring Board Retreat are attached. The Education Centre Leadership Team is currently working on the development of strategies to address the priorities. An update on progress will be provided in the form of a report each month starting in the October Board meeting.

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,

Cheryl Gilmore
Superintendent



2018-2019 DISTRICT PRIORITIES

PRIORITY ONE: Achievement

OUTCOMES:

1. Students achieve student learning outcomes with strong foundational skills in literacy and numeracy.
2. Teachers possess a deep understanding of pedagogy that develops literacy and numeracy.
3. Students are lifelong learners possessing the skills and attributes to successfully transition within the system and to further education, credentialing or the world of work.
4. First Nations, Metis and Inuit (FNMI) student achievement relative to provincial standards will improve.
5. School administrators are highly skilled in all areas of the provincial School Leader Quality Standard
6. Teachers are highly skilled in all areas of the Teaching Quality Standard.
7. Support staff possess the knowledge, skills and attributes to support student success and create optimal learning environments
8. Effective learning and teaching is achieved through collaborative leadership and structures that build capacity to improve within and across schools
9. A comprehensive wellness approach promotes well-being and fosters learning
10. The education system demonstrates collaboration and engagement to further District priorities:
 - a. Parents feel welcome, included and possess agency to be full partners in their child's education;
 - b. Community members feel ownership as collaborative partners in the education of children;
 - c. Community minded organizations are engaged in collaborative delivery of programs and services to students.
11. Effective management of growth and capacity building to support learning spaces and the provision of programs

PRIORITY TWO: Inclusion

OUTCOMES:

1. Schools are welcoming, caring, respectful and safe learning environments.
2. Schools are inclusive learning environments where all students are able to grow as learners.

PRIORITY THREE: Innovation

OUTCOMES:

1. Learners demonstrate the attributes of innovation, creativity and critical thinking in a process based learning environment.
2. Breadth of program choice provides opportunities for students to explore and grow as learners
3. All learners effectively use technology as creative and critical thinkers capable of accessing, sharing, and creating knowledge.

**2018-19 DISTRICT PRIORITIES
REPORT TO THE BOARD**

PRIORITY ONE: ACHIEVEMENT
Literacy
<ul style="list-style-type: none"> • 50 elementary teachers/administrators invested four days of their summer holidays to attend the Lucy Calkins Writing Institute in August. All participants' feedback indicated that the institute was very helpful, with a number indicating that this was the best PL they've ever attended. • 55 grades 1 – 9 teachers/administrators attended one day of three days of literacy workshops in September that focussed on assessment, word work, and book clubs (in place of class-wide novel studies). • Bev Smith, Literacy Lead Teacher, continues to provide support to classroom teachers in Kindergarten through grade 8 in the form of residencies.
Numeracy
<ul style="list-style-type: none"> • Secondary math teachers started the year with a bank of resources on math facts and math vocabulary that had been created last spring by members of the Secondary Math Steering Committee. • Numeracy Lead Teacher, Jenn Giles, is in the process of meeting with all school-based admin teams to ascertain their teachers' needs in math instruction so that she can begin residencies with teachers later in September.
Curriculum Implementation
<ul style="list-style-type: none"> • Each school has identified one administrator who will be the instructional leader to attend workshops and meetings on our new curricula and then share the information with their teachers. These administrators will be attending a two-day workshop in October on Concept-Based curriculum. • The Education Minister is planning to sign off on the Kindergarten through grade 4 new curricula in December 2018. • Plans for implementing the new curricula are underway through a Provincial Implementation Working Group comprised of AB Education, District-based and ATA leaders.
High School Initiatives: Off-campus, dual credit, high school re-design, career exploration
<ul style="list-style-type: none"> • Off campus program very active over the summer with Work Experience and RAP placements. • Dual credit courses: Liberal Education 1000, Cinema 1000, Management 1850, Liberal Education 2020, Automotives .
Middle School Initiatives
<ul style="list-style-type: none"> • Middle School Learning Day scheduled for October 9th. Continuing to use "This We Believe Framework" to guide middle school work. Theme for the learning day: Educators Use Multiple Teaching and Learning Approaches.
Early Learning
<ul style="list-style-type: none"> • Early Education Programs are close to full across the district with high numbers of children accessing Program Unit Funding (PUF). • Early Years Evaluation training will occur on September 25th for new kindergarten teachers. All kindergarten teachers across the district will participate in administration of the Early Years Evaluation from October 10th – 26th which is an observational assessment done within regular classroom programming. • Increased Family Oriented Programming opportunities will be available to families of children accessing PUF. The purpose of these sessions is to share strategies with the parents so that they can support their child's development. Evening group sessions were piloted last year with good

attendance, so we will be adding a few more to encourage parents to work alongside us in support of their child's development.

FNMI

- Smudge Ceremony September 20th and Tipi raising at Education Centre for Reconciliation week.
- Orange Shirt day is on September 30th however our School District will be honoring Orange Shirt day on October 1st.
- Provincial announcement of \$250,000 over 2 years to address some of the programming needs for our students of Indigenous ancestry.
- FNMI Education is working on Strategic Plan and the Work Plan for the year- this will guide decisions around how best to allocate the \$125,000 for the 2018/19 school year.
- Continuing to plan Professional Learning in consult with Karen Rancier for all teachers for the 2018/19 school year.
- October 12th- we are anticipating a large number of staff will participate in "Truth and Reconciliation in Every School" at the University of Lethbridge from 1-4:30 p.m.
- Lethbridge School District has been attending "Reconciliation Lethbridge Advisory Committee Meeting" (RLAC) the City is hosting many events throughout the week of 17th-21st.
- We are currently 3 FNMI Liaisons short of our full complement - interviews will happen next week.

Administrator Professional Learning

- Eight new administrators and their mentors met on the morning of August 24th to make connections, and to review Board Priorities and vital policies. Dates have been set for four subsequent "lunch and learn" sessions throughout this school year.
- We are continuing the "Inquiry" Professional Learning joint venture with University of Lethbridge.
- On September 27th all Administrators will be participating in an "Introduction to Universal Design for Learning" session that Ann Muldoon, Karen Rancier and Morag Asquith will be hosting.

District Professional Learning (Collaborative Communities, support staff, teachers)

- Remaining Classroom Improvement Funds designated for support staff PL were used to purchase resources that EAs and AES can access to continue their learning. Eight books were delivered to every Learning Commons at the end of August.
- The first PL session for support staff will be offered on Friday, October 19, with Laura Paiement presenting on "Fostering the Independent, Self-Regulated Learner."
- The first District-wide PL day will occur on Tuesday, November 13th with all teachers participating in teacher-created and teacher-chosen Collaborative Communities.
- Support Staff PD applications have been approved and funded by HR for a variety of professional learning events for EAs.
- New hires to the District have attended New Hire Orientations put on by HR and Payroll - 7 sessions have been held since August 20th - September 19th.
- First meeting with the District Health and Safety Committee took place on September 12, 2018.
- HR is providing First Aid Certification & Recertification training in October and November.
- HR has arranged for 4 Head Caretakers to attend supervisory sessions through the Lethbridge College this fall.

Teacher Induction Support for Quality Teaching and Leading [TIP]

- This year we have 24 Year 1 TIP participants and 55 Year 2 TIP participants. The Year 1 group has already met three times and will meet two more times this school year. The Year 2 group will meet before the end of September to delve into Board Priority: Innovation.

Wellness Initiatives

- HR provided resources to all staff at the Welcome Back Breakfast for Employee & Family Assistance Program (EFAP) as well as other ASEBP Benefits.

- HR shared copies of the ASEBP wellness calendars for staff at the Welcome Back Breakfast.
- HR has ASEBP presenting on the Employee Family Assistance Program to Administrator's on October 25, 2018.
- Laura Paiement has already visited schools and will be coming back in October to consult further on universal self-regulation and staff wellness.
- Morag is working with HR and the Nurse practicum students to start the "Lethbridge School District Wellness Throw Down" this will be an initiative facilitated by Health Champions in each school over the next 8 months. Schools are partnered for competition/challenges that are health related for Staff.
- 11 Wellness Grants from the Wellness Committee have been distributed to schools based around supporting self-regulation, gratitude and physical activity.
- Alberta Education Nutrition Program continues to support breakfast/lunch opportunities in 11 schools this year.
- Terry Fox Runs are happening throughout the District.

Parent Engagement

- First District School Council meeting scheduled for October 1st.
- Parent Session will be hosted at the Education Centre titled "The Stressed Out Teen" presented by Laura Paiement October 18th.

Community and Business/Industry Engagement

- HR team hosted a hiring fair on September 13, 2018.
- HR team attended a career fair at the U of L on September 19, 2018. It was an opportunity to recruit as well as connect with our community.

Management of Growth and Capacity Building (learning spaces)

- See Facilities Committee report with update including projects accomplished over the summer.

Classroom Improvement Fund Updates

Allocations in place:

- 6.0 FTE teaching staff to address class size
- 2 Kindergarten Education Assistants
- 6 Education Assistants across all levels
- English Language Learning teacher
- 2.0 Family School Liaison Counsellors
- Teacher of FNMI Culture and Language
- Education Assistant professional learning

PRIORITY TWO: INCLUSION

Safe and Caring Schools (trauma informed practice, counselling, Positive Spaces, etc.)

- Positive Spaces first meeting is November 14th, 2018.
- Christine Lee has been working on positive messaging at front desks in schools in support of healthy relationships and communication.
- Morag and Cayley have been working with Prevention and Education subcommittee of the Executive Leaders Coalition on Opioid Use, Cayley will be presenting October 1st to City Council on Prevention and Education.
- Evacuation sites for all schools have been collated for the year and shared with the City to further support Emergency/Evacuation procedures.
- Lockdown process has altered slightly from last year and communication has gone out to Administrators to share with staff.

- October 9th PL with Andrew Baxter learning about Mental Health Literacy for all Wellness Team members.
- Counselling consult meetings continue to occur in schools with counselling and administrative teams, Cayley King and Jim Kerr.
- Placement Committee and referral process for alternate placements has been reviewed and changed by Jim Kerr, Student Engagement Consultant.

Students as learners in an inclusive environment (Indicators of Inclusive Schools; RTI Framework; Universal Design for Learning)

- Shelley Moore's presentation at the Welcome Back Breakfast was well received by staff and provided a good starting point for honest discussion on where we are at as a district in relation to inclusion. Lethbridge 51 will be well represented at two sessions with Shelley offered by SAPDC in October.
- The new middle school ESL teacher hired through CIF is currently working in Wilson Middle School providing support in classrooms with research-based strategies to promote language acquisition and literacy development.
- The capacity-building work in trauma-informed practice started last year with the Behaviour Team under the guidance of Shaun Metz is now being continued through the work of psychologists in school. Psychologists are supported by a team of five Advanced Educational Support.
- Both administrators and Learning Support Teachers have been introduced to Jennifer Katz's *Teaching to Diversity* (2012) as we begin to promote Universal Design for Learning as a framework for addressing the variable needs of learners.
- Lethbridge 51 holds the chair of SWRCS D Leadership this year, and is also represented at Complex Case meetings each month.
- 92 English Language Learners have joined our district in the past 3 weeks.
- Heather Willms, our new ESL Lead Teacher, has been working with teachers to develop strategies for students who come to the classroom with minimal language skills.
- Heather will continue to focus on supporting teachers with Benchmark assessments in the upcoming weeks.
- There are currently 21 students in the Limited Formal Schooling program at WCHS and 19 at Wilson Middle School.
- All Administrators are reading, "Teaching To Diversity" by Jennifer Katz- this book shared foundational principals of classrooms and school cultures that support UDL.

PRIORITY THREE: INNOVATION

Process Based Learning Environments

- Education Technology Lead teacher, Michael Krokosh, is in the process of meeting with elementary and middle school-based administrators to ascertain their teachers' needs in technology integration for the purposes of student achievement so that he can begin residencies in September.

Breadth of Program Options

- With the Classroom Initiative Funding, several schools have improved or started of clubs within the Learning Commons spaces that revolve around Science Technology and Math. Continue to check our district website for the latest technologies being introduced into the classroom at: <http://www.lethsd.ab.ca/Innovators%20Corner.php>
- Bret Jesse at Westminster Elementary, will be using Minecraft for Education with his entire class this year to help build literacy and numeracy skills with his grade 4 and 5 class.
- 15 grade 12 students from Lethbridge School District #51, have started to attend Cinema 1000 on Tuesday evenings at the University of Lethbridge, as part of the dual credit partnerships.

Students completed a tour of the U of L on Friday, September 14, 2018 and received student cards along with a brief overview of campus resources and facilities.

Technology

- Students at Senator Joyce Fairbairn Middle School have received their laptops as part of the Unified Laptop Program and are excited to start using them in class for learning.
- Over the summer, our technicians have updated all the layer two network switches in our district, allowing for greater connectivity within our network and the outside internet. It was a gigantic task replacing almost 5000 cables and 40 switches to allow for greater connectivity.
- The stage at Chinook High School went through a major technology refurbish, with a new sound board and lighting board being replaced during the process. Students once again have equipment that can be utilized by classes that are at industry standards. Make sure to go see a show at Chinook this year to see all the improvements.
- Lethbridge School District #51 had rolled out an updated classroom Moodle for teachers to utilize. The new Moodle brings us up to date with software advancements and links with office 365 to make a friendlier user interface.
- Second year teachers will take part in an afternoon workshop on September 26, 2018 that focuses on Innovation in the Classroom. The workshop is one that will challenge teachers to think about why and how innovation can be encouraged in the classroom.
- The technology department continues to work on our Disaster Recovery Plan in the event of malware or cyber-attacks on our district. All Info structure is almost in place and a final draft plan should be available near the end of October.
- Lethbridge School District #51 email accounts will now authenticate with Gmail. What does that mean? Students and staff can now log into the chrome browser, YouTube and other google products. At this time, we have decided not to open any apps that are associated with Gmail or google drive until we can do more testing and create a plan for scheduled release.

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: World Teachers' Day

Background

World Teachers' Day is held annually on October 5th since 1994 to celebrate the essential role of teachers in providing quality education at all levels. As outlined on the UNESCO website, the aim of World Teachers' Day is to ensure that the needs of future generations will continue to be met by teachers. It also commemorates the anniversary of the 1966 signature of the UNESCO/ILO Recommendation Concerning the Status of Teachers.

The strength of Lethbridge School District has historically been its staff members, who are committed to providing outstanding learning opportunities for all students while ensuring that each young person feels valued and supported.

District teachers are recognized across the province for their expertise, with a number serving on regional and provincial curriculum and professional learning committees.

Recommendation

It is recommended that the Board receive this report as information and take the opportunity to publicly acknowledge the commitment to excellence that teachers, and all staff members, demonstrate for the benefit of students.

Respectfully submitted,

Cheryl Gilmore
Superintendent

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Cheryl Gilmore
Superintendent of Schools

RE: Snacks with the Superintendents

Background

As has occurred in recent years, Executive Council will be inviting school staffs, plus the staff at the Education Centre and Attwell Building, to join them for either a light lunch or breakfast on a rotating basis. The intent is to meet once over a three year period with each staff group.

The breakfast or lunch provides staff an opportunity to share highlights from the school and share concerns or suggestions with Executive Council members.

The schedule for 2018/19 is as follows:

- October 11, 2018 – Coalbanks School
- November 15, 2018 – Lakeview School
- December 5, 2018 – École Nicolas Sheran School
- January 16, 2019 – Gilbert Paterson Middle School
- February 13, 2019 – General Stewart School
- March 5, 2019 – Dr. Probe School
- April 10, 2019 – École Agnes Davidson School
- May 2, 2019 – Attwell Building

Recommendation

It is recommended that the Board receive this report as information.

Respectfully submitted,

Cheryl Gilmore
Superintendent

Calendar of Events for Board of Trustees

September	26	District 51-25 Club Dinner
	27-28	Administrators' Committee Retreat
October	1	District Orange Shirt Day
	1	District School Council meeting
	3	Breakfast with the Board @ Senator Joyce Fairbairn Middle School
	8	Thanksgiving Day – NO SCHOOL
	9	Literacy Day for Elementary Schools – No School for students Professional Learning Day for Middle Schools – No School for students Regular School Day for High Schools
	18	No Kindergarten
	18	Regular School day in the morning NO SCHOOL for students in the afternoon
	19	NO SCHOOL for students
	23	Board and Organizational Meetings

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Jan Foster, Vice Chair

RE: Joint Committee of City of Lethbridge and School Boards – September 12, 2018

Present were:

Mayor Chris Smeaton, Councilors Parker and Mauro, Tony Vanden Heuvel, Director of Community Services, Michael Kelly, Manager of Real Estate and Land Development. Christine Lee, Associate Superintendent of Business Affairs, Jan Foster and Lola Major Trustees Lisa Palmarin, Holy Spirit School Division, Ken Tratch, trustee.

New Business:

- Needle Debris – Concerns brought forward by both School Districts regarding needle debris and other items on school property. Christine Lee advised that due to concerns at LCI, Victoria Park and District Board Office, additional lighting has been installed as well as the hiring of security personnel. City advised that they will designate individuals from their downtown Clean Sweep program to patrol the concerned areas. Mayor Spearman reported on what City Council and Administration are doing. It was requested that both School Districts write a letter of concern and support for the City to the Solicitor-General outlining the immediate needs in the community. There was also a suggestion made that the School Boards could work with ASBA to request action.
- Concern regarding use of harsh chemicals on school playgrounds and sports fields. City advised that all products used are approved by Health Canada and outlined products used and not used. They also advised that school yards are not treated while school is open, areas are signed and are done on a 3 year rotation.

Business Arising:

- Update on Arches/Safe Consumption Site – Tony Vanden Heuvel gave an update on usage and there was a lengthy discussion on concerns, what is presently being done including requesting assistance from the Province.
- Update on school bus parking – Michael Kelly reported on several suggestions that were presently being considered and will report back to the next meeting of the committee.
- Truth and Reconciliation Committee – Both school districts expressed a desire to have representatives on this committee rather than a 2 year rotation as with the Community and Social Development Committee. Director Community Services requested the Boards write a letter requesting both School Districts have a representative on both these committees.

After future meeting dates were discussed, the meeting was adjourned.

Respectfully submitted, Jan Foster, Committee Chair

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Tyler Demers, Trustee

RE: Board Audit Committee Meeting – September 12, 2018

Committee Members:

- Donna Hunt, Chair of Audit Committee (*absent with regrets*)
- Tyler Demers, Trustee
- Jason Baker, CPA, CA, Public Member
- Don Reeves, Public Member

Also in attendance:

- Will ZoBell, CPA, CA – Audit partner at BDO Canada LLP (Auditors)
- Christine Lee, CPA, CA - Associate Superintendent Business Affairs
- Mark DeBoer, CPA, CA - Director of Finance

- 1) The Committee reviewed and approved the Audit Committee Terms of Reference. No changes were made.
- 2) The Committee reviewed the Audit Plan for the Audit of 2017-2018 Financial Statements. School Generated Funds testing will occur in early October with completion of the year-end audit by the end of October 2018.
- 3) Management discussed practices and procedures that have been implemented for School Generated Funds since the 2016-2017 audit.
- 4) The Committee reviewed management's recommendations and selected/approved which school activity funds to be audited for the 2017-2018 school year.
- 5) The next meeting of the Audit Committee, to review the results of the 2017-2018 Audit, will be held on November 21st, 2018. The Financial Statements will be presented at the Board Meeting on November 27th, 2018.

Respectively Submitted,

Tyler Demers, Trustee (on behalf of Board Audit Committee Chair)

MEMORANDUM

September 17, 2018

To: Board of Trustees

From: Tyler Demers, Trustee

RE: Facilities Committee – September 17, 2018

Minutes of the Facilities Meeting held September 17, 2018 at 11:30 a.m.

In attendance: Tyler Demers (Chair)

Doug James

Christine Lee

Daniel Heaton

Chris Chapman

Updates:

1. The committee received the 2017-2018 Facility Services project update on all the projects completed or currently underway from Daniel Heaton.
2. Daniel provided an update on the status of capital projects:
 - Senator Joyce Fairbairn Middle School opened on time and on budget for the 2018-2019 school year. Grand Opening held with Minister David Eggen on September 14, 2018.
 - The South East Elementary School is ready for tender. The District is awaiting the grant agreement from Alberta Education and then final approval to tender construction by Alberta Education.
 - Three modular classrooms arrived at end of August for Coalbanks Elementary. Anticipated occupancy will be in December.
3. Christine Lee and Daniel Heaton will be meet with Alberta Education to discuss the 2018-2021 Capital Plan submission on September 19th, 2018. This meeting will focus on the District's top capital priorities.

Terms of Reference:

The committee reviewed the Terms of Reference with no changes recommended.

Facilities Yearly Report to the Board:

The committee reviewed the yearly report that will go to the Board.

Respectfully submitted:

Tyler Demers

Trustee

MEMORANDUM

September 25, 2018

To: Board of Trustees

From: Donna Hunt, Trustee

RE: A.S.B.A. General Meeting – September 19, 2018

Highlights:

1. The A.S.B.A. Zone 6 Handbook was amended and approved.
2. A presentation by Health Services Lethbridge Sleep Clinic – The Importance of Sleep.
3. A presentation - Healthy School Communities in Zone 6 – Comprehensive School Health.
4. Reports:
 - a. Alberta Education – Ron Taylor – The Minister of Education is setting up a working group to look at Guidelines of Time Out and Seclusion. The Transportation Regulations will be coming out shortly with implementation next fall.
 - b. A.S.B.A. President Lorrie Jess – outlined the A.S.B.A Strategic Plan Alignment moving A.S.B.A. forward.

Next meeting will be Wednesday November 14, 2018.

Respectfully submitted,

Trustee Donna Hunt

CERTIFICATE OF APPRECIATION

22

*Years in
partnership*

This certificate is awarded to

Lethbridge School District No. 51



*In recognition of valuable contributions to
the development and support of the
South Region Parents as Teachers Program, 1996-2018*

South Region Parents as Teachers

[Signature]
Signature

June 18, 2018
Date

From: [Cheryl Gilmore](#)
To: [LeeAnne Tedder](#)
Subject: FW: 2018/19 School Fees Approval
Date: August 10, 2018 1:35:35 PM

[Correspondence regular board meeting.](#)

From: EDC Minister <Education.Minister@gov.ab.ca>
Sent: July 11, 2018 3:34 PM
To: Clark Bosch <Clark.Bosch@lethsd.ab.ca>
Cc: Cheryl Gilmore <Cheryl.Gilmore@lethsd.ab.ca>; Christine Lee <Christine.Lee@lethsd.ab.ca>
Subject: 2018/19 School Fees Approval

Mr. Clark Bosch
Board Chair
Lethbridge School District

Dear Mr. Clark Bosch:

I have reviewed your board's school fee schedule and associated policies and hereby approve the implementation of these school fees for the 2018/19 school year.

I appreciate your continued support as we work to make life more affordable for Alberta families. I wish you all the best for a successful 2018/19 school year.

Sincerely,

David Eggen
Minister
Alberta Education
MLA for Edmonton – Calder

cc: Cheryl Gilmore, Superintendent
Christine Lee, Secretary-Treasurer

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September 4, 2018

LETHBRIDGE SCHOOL DISTRICT #51

Cheryl Gilmore
433 – 15 Street South
Lethbridge, AB T1J 2Z5



Dear Cheryl,

Thank you for renewing your membership with the Lethbridge Chamber of Commerce!

As the ***Voice of Business*** our Chamber currently has a membership of almost 800 local businesses, which equates to about 10,000 employees. As well, close to 150 business people volunteer their time working on our various committees, Executive and Board of Directors.

We welcome your involvement on a committee or your participation in any of our activities and events that occur throughout the year. The Chamber offers many benefits, including discounts and marketing opportunities, and the networking events will help you keep well connected with the business community.

Enclosed is your membership receipt, membership certificate and member benefits for your review. We encourage you to go to www.lethbridgechamber.com to enroll for our weekly Voice of Business e-newsletter and to enhance your profile on our MIC (member information center). If you have any questions or would like us to provide a presentation to you and your staff about making the most of your membership, please call our office at 403-327-1586.

Sincerely,

A handwritten signature in blue ink that reads "Karla".

Karla Pyrch
Executive Director